



ASHFORDS LLP

«Paralegal - Property Litigation»

Contact information

Contact name	Ashfords LLP
Contact phone	+44 (0)20 7544 2424
Location	England, South West, Devon, Exeter

Job details

Salary	by agreement
Job type	Permanent

Requirements

You will be dedicated to a career in Law, being self-motivated and eager to learn, we will expect you to work proactively with colleagues to provide them with all the support they need in order to deliver great results for our clients. You will be a quick learner, have excellent IT skills and meticulous and thorough in order to deliver high quality work. A Law degree is not required for this role.

Job responsibilities

We are currently seeking a bright Paralegal to join our Property Litigation department in our Exeter office. In this role you will directly assist a Partner within the department with the Wandsworth contract which includes dealing with disrepair claims, leaseholder claims, breaches of leases and tenancy agreements. You will also assist with private client work which includes drafting statements, proceedings, correspondence, costs schedules, instructions to counsel and speaking to clients over the phone. This is a full time and permanent position.

This job is posted on the employment service «www.jobgear.co.uk»