



JOB ADVERT

Date:

25-04-2019

Job Title:

Senior Personal Injury Paralegal

Job Location:

111 Piccadilly, Manchester, M1 2HY

Job type:

Full-time

Salary bracket:

£23,000 - £25,000 (depending on experience)

Headline:

Are you interested in a senior paralegal role in a firm that is the leading provider of legal services for European communities and businesses?

Overview of the Company

IMD Solicitors is an expanding, multicultural, full service law firm that is leading the way in the provision of legal services for European communities and businesses throughout England and Wales and wants to compete with Top100 law firms in the UK.

We offer an enjoyable and rewarding working environment and a very friendly team. We are committed to our staff and recognise the importance of the continued development; in fact even one of our core values is "above all, in everything we do, WE CARE". We want to attract and retain top talent and consistently develop the best lawyers and leaders in the business.

We pride ourselves on providing outstanding client care and excellent quality legal services whilst recognising the importance of communication in our clients' native languages and without legal jargon.

Job purpose

We are looking for an enthusiastic and driven Senior Personal Injury Paralegal who has outstanding communication skills. You will be expected to work towards tight deadlines and know how to manage pressure. You should be willing to take on responsibilities. Training and mentoring will be provided for the successful candidate.

The role will involve dealing mainly with Polish clients of the firm, therefore excellent communication skills both in English and Polish are essential.

Duties include having conduct of claimant RTA, EL, PL and CICA claims with your own caseload of fast track claims, handling initial instructions, investigating new claims and gaining any evidence required to negotiate claims, liaising with clients and insurers under supervision and post-issue litigation experience.

Key Responsibilities

- Have practical experience in dealing with claimant personal injury matters;
- Have the ability to take on large amounts of complex information;
- Be able to fluently communicate in both Polish and English;
- Be familiar with Civil Procedural Rules;
- Have experience with analysing of medical reports;
- Be able to assess liability;
- Have MOJ portal experience;
- Have a working understanding of the civil litigation process;
- Be familiar with JSB Guidelines;
- Be able to assess simple loss of earnings;
- Have good negotiation skills;

Key requirements (skills, qualifications, experience)

- At least 3 years Personal Injury experience
- Member of cILEX or equivalent (preferably)
- Can work towards tight deadlines
- Have experience of dealing with large volume of files
- Can work independently as well as part of a team
- Have excellent communication skills

Killer questions

Do you speak Polish?

Do you have experience working in a law firm in the UK?

Do you have experience of supervising junior staff?

Other

No recruitment agencies please.