

PARALEGAL JOB SPECIFICATION 12-MONTH FTC

HAUSFELD
FOR THE CHALLENGE

If you would like to resolve complex, international - often high profile - disputes in innovative ways while working in a close-knit, inclusive environment, a position at Hausfeld may be just what you need. We are looking for someone to join us as a Paralegal.

Role and reporting

You will be reporting to the Managing Paralegal and case team partners.

Purpose of the role

Hausfeld's London office operates an ongoing paralegal role and we are happy to receive applications at any time. During this contract, you will be actively involved in our case teams, working with associates and partners across our core practices and, at times, across our offices in Europe and the USA, or in the markets that we are active in i.e. Spain, Portugal and Italy. As a claimant-focused litigation boutique, our teams are lean and often involved in complex disputes against well-resourced defendants. As a result, you will be encouraged and, indeed, required to take on responsibility from the outset – with appropriate supervision. You will also have the opportunity to gain experience in key business development activities as we continue to grow our practice and expand our practice areas, and to contribute to our pro bono activities.

The firm

Hausfeld is an award-winning law firm bringing a visionary approach to resolving disputes in competition, commercial, tech, environmental, consumer and human rights law. We have offices across the US and Europe. We pioneered legal actions for damages in Europe and innovate by pushing further. We bring high profile cases which redefine the legal landscape. Since 2015, we have grown a commercial and financial services practice which has enjoyed an extremely high rate of success in the last five years. Our antitrust team has won many awards for the claims they brought, and so has our environmental team for their climate change cases. For more information, visit hausfeld.com.

Diversity

At Hausfeld, achieving racial justice, inclusivity, and equity is core to our values. As a global firm, we recognise the value of having a diverse workforce and are committed to creating a fair and inclusive environment for all our colleagues.

We have a strong track record in gender diversity across our offices including three female managing partners and through our DEI Committee and working groups, are working on initiatives to extend our diversity efforts. We were pleased to see these efforts recognised as we received 'DEI Outstanding Firm' at the Chambers Europe Awards 2024.

We welcome and encourage applications from candidates from all backgrounds, including applications from Black, Asian and other ethnic minority candidates, as well as candidates who identify as LGBTQ+, disabled candidates and, those from diverse socio-economic backgrounds, as we acknowledge that the firm would benefit from an increased representation of these groups. Further details are available on our website.

Working duties / responsibilities

- Preparation of and attendance at court hearings, including compiling bundles, preparing draft orders, proofreading and amending other court documents
- General administration, including filing, photocopying, diary arrangements and billing
- Client contact and management by email and by phone
- Undertaking legal research
- Attending and taking minutes at meetings with clients, experts, funders and counsel
- Assisting in the preparation of instructions to counsel and liaising with counsel's clerks
- Drafting correspondence
- Researching scientific and technical evidence
- Contribute to the business development efforts around legal cases

The ideal candidate / essential attributes

- UK Law degree, GDL or equivalent qualification would be preferred.
- Minimum of 6 months experience in a similar legal role
- Proficient in Excel and Word
- Proficiency in organisational skills and attention to detail
- Experience of amending and formatting court documents
- Experience of compiling bundles, preparing draft orders and proof reading
- A highly motivated team-player who is also capable of working independently

As a specialist disputes only law firm, we are looking to recruit aspiring lawyers who share our commitment to delivering top-quality legal advice, and those who want to become part of our personable, inclusive, and supportive work environment. Excellent academics and relevant work experience are important, but we also consider a dynamic workforce to be key in tackling modern legal challenges.

Salary

The current Paralegal salary at Hausfeld is £35,000 per annum plus overtime, benefits and a discretionary bonus.

Opportunities

Hausfeld aims to recruit and retain the best people from the beginning of their careers. This offers you the opportunity to develop your legal and professional skills, while giving you the option to determine whether a career in complex dispute resolution at Hausfeld is the one for you.

Paralegals who have been with the firm for more than six months and have demonstrated a consistently strong performance and commitment are encouraged to apply for SQE sponsorship when an application process opens. In recent years, Hausfeld has been able to offer 2 or 3 SQE sponsorships per year since implementing in 2023.

Working hours

The job is London-based, and you will benefit from our agile working policy which combines working from home with days in the office. Working hours are normally from 9:30 am to 5:30 pm but some flexibility in accordance with the needs of the business may be required.

How to apply

Please send your CV to recruitment-london@hausfeld.com. Please include the following information when sending your email.

- The dates you would be available to join if successful.
- What your current rights to work in the UK status is.
- If you have any language skills.

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