

SUPERVISING PARALEGAL

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 Supervising Paralegal.

About Hausfeld

Hausfeld is a global disputes-only law firm bringing a visionary approach to resolving disputes in competition, commercial, tech, environmental, consumer and human rights law with offices across the US, UK and Europe. The firm pioneered the private enforcement of competition actions in Europe often against large defendants like, large corporates, banks and big tech - shaping the legal landscape. Our legal teams are recognised by the leading directors, Chambers and Legal 500, for their expertise in competition, commercial, banking, civil liberties, environmental and group litigation as well as international arbitration and our competition, commercial and environmental teams won awards for the claims they brought.

We represent businesses, public entities, institutional investors, shareholders, NGOs and individuals - mostly on the claimant side - including leading European and global brands in the automotive, retail and tech sector. We are at the forefront of collective redress and act for groups of businesses and consumers by bringing a growing number of collective claims in the UK as well as in Spain, Portugal and the Netherlands.

We can offer flexible fee and funding structures, allowing claimants to bring proceedings with reduced or no financial risk. Having been one of the early adopters of third-party litigation funding, we have strong relationships with leading funders worldwide. Our commitment to access to justice means we also run an active pro-bono practice.

For more information, visit hausfeld.com.

Diversity

We strive to foster a diverse, equitable, and inclusive environment for all. We believe that embracing and celebrating our differences is not only the right thing to do, but it also enriches our work, enhances our perspectives, and drives innovation. We are committed to building a culture that values and respects every individual, and we strive to create equal opportunities for everyone to thrive.

We seek ways for continuous improvement through our own actions and the legal work we do. Under the leadership of our DEI Partners, Reena A. Gambhir and Lucy Pert, our global DEI Committee and dedicated working groups (Racial Justice, LGBTQ+, Women's Alliance, Social Inclusion and Disability Rights), we are continually examining and improving all aspects of our recruiting, hiring, training, career progression, leadership development, policies, and practices to ensure a diverse and dynamic work environment. By nurturing collegiality and inclusiveness within our firm, we know that we produce better results for our clients and the communities we serve.

Managing/Supervisory Paralegal role

The role will combine hands on involvement in our legal work with responsibilities for helping co-ordinate and supervise the paralegal team.

You will be actively involved in one or more of 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 to take on responsibility and be fully involved as a member of our case teams with the opportunity to see cases from initial stage to court hearings and settlement. You may 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.

Typical tasks that you can expect to carry out on cases as a Managing/Supervisory Paralegal

- Undertaking legal research
- Assisting in the preparation of instructions to counsel and liaising with counsel's clerks
- Attending and taking minutes at meetings with clients, experts, funders and counsel
- Drafting correspondence
- Preparation for and attendance at court hearings, including compiling bundles.
- Contributing to firm's business development activities and assessing new cases
- General administration, including filing, photocopying, diary arrangements and billing.

Responsibilities for the co-ordination of the Paralegal Team

- Assisting in the allocation of work to the paralegals and coordinating capacity
- Assisting in the supervision of the paralegal team and induction of new team members
- Overseeing key tasks such as the creation of court bundles, preparation of draft orders and other court documents.

Alongside the above, there may also be scope to be involved the following types of tasks:

- Identifying training needs of the paralegal team and liaising with the Training Principal and HR to implement requirements.
- Identifying recruitment needs for Paralegals and liaising with the Training Principal and HR for recruitment.
- Assisting the training principal and HR with the SQE/QWE scheme as well as general training and chairing monthly meetings under the guidance of the Training Principal.
- Delegating and supervising Knowledge Management tasks and responsibilities.

What we are looking for

- Law degree or equivalent qualification would be preferred.
- Minimum of 12 months experience in a similar legal role.
- Able to supervise a team and provide leadership.
- Proficiency in Excel and Word.
- Proficiency in organisational skills and attention to detail.
- Experience of amending and formatting court documents, filing of documents and preparing for court hearings.
- Experience of compiling bundles, preparing draft orders and proof reading.
- A highly motivated team-player with strong communication skills who is also capable of working independently.

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 develop your role.

Hours of work

9.30am – 5.30pm Monday to Friday

TO APPLY FOR THIS ROLE

Please send your CV and a cover letter explaining your suitability for the role and why you want to work for Hausfeld to recruitment-london@hausfeld.com. Please include the following information when sending your email;

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



Hausfeld are, and are rightly viewed as, the standout practitioners in this field. They have unrivalled strength-in-depth and are more than a match for any other firm. They have a very competent practice, with great knowledge and understanding of matters. They are very proactive, focused and always available.'

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