

IMD SOLICITORS

JOB ADVERT

Job Description: Polish speaking Family Paralegal

Job Location: Manchester/London

Job type: Permanent

Salary: Negotiable (depending on experience)

Hours: 37.5 hours per week (Mon-Fr)

Contact: Ms Gillian Sisson - Practice Manager

We have an excellent opportunity for a Polish speaking Family Paralegal in either our Manchester or London office.

The role will include assisting the Solicitor and Head of Department, Melissa Cunningham with a wide range of family law matters. The role is suited to a candidate who has experience is dealing with family work and in particular the following areas: divorce, financial matters, child arrangements, maintenance matters, child abduction. The candidate will have experience in preparing legal documents, including but not limited to: preparing divorce petitions, drafting consent orders in financial matters, preparing children act proceedings court forms.

The specification of the role is:

- Be able to communicate in Polish and English
- Preparing court forms, Family Practice Direction related tasks such as court bundles and statements under supervision
- Working towards tight deadlines
- Advising clients in a professional manner and ensuring that advice given is accurate and in line with current legislation
- Professional with clients
- Good team player, supportive of colleagues
- Flexible and adaptable to work demands
- Ability to use initiative
- Dealing with all incoming family enquiries either from other Offices, Courts or from potential new Clients, redirecting enquiries to appropriate person.
- Translation of correspondence and documents as and when required

Previous experience in a similar role is required.

You can apply for the position by sending your up to date CV and covering letter for the attention of Ms Gillian Sisson and send to g.sisson@imd.co.uk.

Applications to be submitted by the 14/09/2018