



Commercial Team Legal Assistant (Full Time)

Commercial Team

Berwins is a law firm which works to deliver passion and care in all it does - to its' clients, work, people and community. We care for the needs of our clients and the quality of the work we do for them; we work with clients to achieve their needs, take ownership of their issues and strive to be accessible on their terms, not our own.

Berwins is proud to have been listed in the Legal 500 and Chambers Directories for many years and is Lexcel accredited and is an Investor in People. It also holds the Law Society's CQS accreditation for the quality of its conveyancing work.

Background to the Role

- We are looking for a Legal Assistant to work in our industry ranked Commercial Team in our Harrogate office, to provide administrative support to our 10-strong team of lawyers and legal assistants.
- The Commercial Team covers commercial/digital, employment and dispute resolution, as well as commercial property though that is (to a large degree) separately resourced.
- The right person for the job will be confident and enthusiastic, with a business approach and "can do" attitude. You will be self-motivated and have a positive, mature and professional attitude at all times, but also be able to work as part of a team.
- We are a friendly but professional company who is looking for someone to join us with a view to enhancing their skills, developing their career and making the most of their abilities. Full training and support in this role will be provided to the successful candidate.
- You will be joining an established and highly regarded company who has a friendly atmosphere where a large proportion of its employees have a long service record. We see ourselves as a progressive firm who can recognise and get the best from our staff.

Specific Responsibilities

- Under the supervision of the Team Leader and Team Manager, to maintain practice standards in the management of each case handled.
- Undertake training as required to ensure up to date knowledge of relevant legal practice and procedures.
- Carry out any administrative functions of other tasks if requested by the Lawyers.
- Maintenance of practice standards and office procedures as set out in the firm's Practice Manual.
- Correctly use all office equipment and IT systems (and online resources e.g. PLC) as provided in order to carry out all work required on files.

Responsibilities in Commercial Team

- Meeting clients in reception and assisting where possible before referring to Lawyers.
- Taking telephone calls, assisting clients and other parties where possible and providing updates.
- Opening files for Lawyers to assist Team Assistant.
- Passing requests for quotes from prospective clients to Lawyers and to follow up on those quotes within two days.
- On receipt of ID documents, processing these and returning them to clients.
- Prepare for meetings for Lawyers, ensuring clients have right documents, files are set up, clients have information on costs etc.
- Scanning, copying and saving documents, correspondence and emails to files (Liberate)
- **In Dispute Resolution:**
 - Conducting firm debt collection under supervision
 - Issue of proceedings under supervision
 - Prepare disclosure lists
 - Prepare court bundles
 - Arrange meetings with clients and counsel
 - Arrange telephone hearings
 - Liaise with courts and Counsel's chambers
- **In Employment:**
 - Set up arrangements for settlement agreements
 - Preparing tribunal bundles and list of documents
 - Research
 - Preparing blogs / articles
- **In Commercial /Digital:**
 - Arrange Companies House Filings;
 - Arrange company formations;
 - Company secretarial elements when needed
 - Document management in corporate transactions;
 - Prepare document bibles;
 - Manage trade mark applications under supervision
 - Prepare initial drafts of basic agreements
- Prepare bills and completion statements on transactions.
- Complete post completion jobs on transactions.

General Responsibilities

- Promote the team and firm (internally and externally).
- Maintain a clean and tidy working environment.
- Practice good health and safety.
- Maintain accurate and tidy work methods.
- Respect the ability and contribution of others.
- Practice good manners and courtesy to all.
- Adhere to and support the firm's core values.
- Comply fully with the stems of work laid down by your management.
- Use your initiative.
- Be well organised and employ good time management.

Additional Responsibilities

- Networking and marketing as required by the Team Leader / Team Manager / Directors.
- Provide cover for Team Assistants when on holiday or sick as and when necessary.

Reports/Relationships

- Reports to – Team Manager.
- Director Reports – none.
- Key Relationships – Clients and all staff in the Commercial Team.
- Other Relationships – Directors and firm-wide staff.

Employment Terms

- Salary dependent on experience.
- Your employment would be subject to an initial 3 month probationary period to assess your suitability for the role.
- Working hours and holiday:
 - 9am – 5.30pm (Mon-Thurs)
 - 9am – 5pm (Friday)
 - 37 hours a week

- 25 days holiday pa plus Bank Holidays

We also operate a flexi-time system.

We are looking to fill this role as soon as possible.

To apply – please send your CV and short cover letter / email to MikePatterson@berwin.co.uk

Berwins is an Investor in People. Berwins welcomes applications from suitably qualified people regardless of gender, race, ethnic or national origin, religion, marital status, disability or sexual orientation. All applications for employment are considered strictly on merit.