

<b>POST:</b>	Paralegal
<b>APPRENTICESHIP:</b>	Traineeship (8 weeks)
<b>START DATE:</b>	01 March 2022
<b>LOCATION:</b>	Bishopsgate, London
<b>WORKING HOURS:</b>	Mon-Friday 10am-4pm
<b>SALARY:</b>	N/A

### The Company

Boutique paralegal firm based in the heart of London. Established in 2017, the firm was set-up in response to a large demand for affordable legal services by small business owners. The company was founded by legal professionals with vast amount of legal experience in contractual, commercial and employment matters. The company has since expanded its services and opened its doors to entrepreneurs, medium-sized businesses and private individuals.

### The Role

This Traineeship work experience is part of an education and training programme that is focused on giving young people the skills and experience that employers are looking for. At its core is the work preparation training, English and maths for those who need it, and a high-quality work experience placement.

This Traineeship Opportunity is unwaged.

Are you eligible?

Are you currently not in a job? Do you have little or no work experience?

Are you aged 16 to 24 and qualified below Level 3 (A level)?

### Responsibilities:

- Reading and summarising legal enquiries
- Identifying the area of law relevant to any given enquiry and passing the enquiry on to an appropriate member of the team
- Drafting legal correspondence
- Drafting articles on legal subjects

### **Training to be provided**

This Traineeship opportunity includes work preparation training, functional skills maths and English support for those who require it and a high-quality work experience placement

### **Desired skills**

- Knowledge of Microsoft Office
- Computer Skills
- Communication and interpersonal skills

### **Personal qualities**

- Passion about making a real difference in our organisation
- Desire to learn and succeed in their job and in life

### **Future Prospects**

Potential entry level part-time position depending on productivity/progress shown