**Housing Disrepair Paralegal**

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| Department  | CCL |
| Reporting to  | Head of department  |
| Job description updated  | November 2024 |

**About Us**

Established in 2000, Express Solicitors is an award-winning law firm that deals with personal injury and clinical negligence claims. Based in Manchester, we serve clients nationwide and are currently ranked 70 out of more than 10,000 law firms. We have a 5-star rating on Trustpilot from over 6,500 reviews, which coming from our clients means a lot to us. We are proud of the work we do helping injured people, and this is the core of our business.

**The role**

We are currently looking for an additional Paralegal to join our Housing Disrepair team. Ideally the successful candidate will have a minimum of 12 months housing disrepair experience. Tenacity, ability, and enthusiasm are key attributes in helping to get the best results for our clients. The role requires management of your own caseload of pre-and-and post-issue Housing Disrepair claims.

We offer a generous commission structure. With no hurdles, and no caps, you are rewarded for the success of every case you bring to completion. The role offers genuine progression quite likely to a training contract. We currently have 96 trainee solicitors across our five departments

**Responsibilities**

* Managing a caseload of Housing Disrepair claims from cradle to grave
* Conducting thorough legal research and providing sound legal advice to clients
* Preparing and drafting legal documents, including pleadings and witness statements
* Negotiating settlements and representing clients in court when necessary
* Working in a target driven, fast paced environment
* Collaborating with colleagues to ensure the successful outcome of cases.
* Keeping up to date with changes in relevant laws and regulations

**Person Specification**

* Proven track record of handling a caseload of housing disrepair claims
* Genuine tenacity.
* Knowledge of the civil procedure rules, precedent, trends in litigation, and an ability and willingness to utilise the same to achieve the best possible outcome for our clients.
* Excellent client care ability, with a passion for achieving the best possible outcome for our clients.
* Previous exposure of Proclaim case management system advantageous.

**Salary, Hours & Benefits**

* A basic salary up to £30,000, dependent on experience. Along with a very generous commission scheme, paid monthly in arrears.
* Our standard working hours are 8:30am to 5:30pm Monday-Thursday and 8:30am to 5pm Friday. There is a degree of flexibility which can be discussed at interview.
* 3/2 hybrid working pattern after probation.
* 23 days holiday a year, rising to 26 days, plus public/bank holidays.
* Extra day’s holiday for your birthday after 2 years’ service
* 3 holiday buy backs per year after 1 year of service
* Private medical insurance after 2 years’ service.
* Enhanced Maternity leave payment if you have over 1 year’s tenure, further enhanced at over 4 years’ service.
* Death in service
* 24/7 onsite Gym access
* Netball/Football team, 10km Manchester team and more
* Active social committee with generous departmental and firm-wide social budget.
* Active training culture and various groups and events such as Diversity and Inclusion.
* Other benefits including Employee Assistance Programme, free fruit & annual (optional) flu jab.

**Recruitment Process**

To apply, send a CV to recruitment@expresssolicitors.co.uk or visit our careers page on www.expresssolicitors.co.uk/careers

Interviews will be conducted by MS Teams and will include scenario-based questioning.

Our employees are our most important asset, we rate skill and ability above all else and our recruitment policy encourages applications from all.

By applying for this vacancy, you are giving us consent for to process your data in line with our Privacy Policy, full details of which can be found on our company website.