**Paralegal Job Description Template**

[Insert Company Name] is now seeking an experienced, talented, and motivated Paralegal to join our team in our [Insert location] office.

**Roles & Responsibilities**

Responsibilities include but are not limited to:

* Provide secretarial support to general counsel and wider team
* General diary management, booking meetings, and ensuring client spaces are presentable
* Manage confidential internal and client data in a professional manner
* Drafting correspondence and memos accordingly within a timely manner
* Handle confidential information and distribute the documents internally
* Devise systems to support information retention and accessibility
* Utilize your past legal experience to complete all set tasks
* General administrative tasks and filing

**About You**

3 years' experience as a Legal Assistant or Paralegal in a plaintiff law firm or assistant in a professional services firm is essential;

* Experience working within a [Insert legal specialty] is preferable;
* Excellent communication skills (verbal, written, and interpersonal) with a diverse range of clients including non-English backgrounds;
* Strong attention to detail;
* Excellent organizational and time management skills;
* Ability to work in a high paced environment with competing demands;
* Ability to work in a team;
* Proficiency with the Microsoft Office suite.

If you can help us see the world from a different perspective enabling us to solve problems, face challenges, and service our clients more effectively, we strongly encourage you to apply for this position!

**How you’ll be rewarded**

* Ongoing coaching and career development
* Salary Continuance & Life Insurance
* 17.5% Annual Leave Loading
* Wellbeing Programs for you and your family
* Generous leave entitlements
* Health and Wellbeing Leave

We’re a law firm like no other. Join us and you’ll be a part of a culture that will make a positive difference to your life, so join us and let’s get your career moving!