



Antony Hodari Solicitors are excited to announce an opportunity for a **Paralegal** based out of our Manchester or Liverpool Office. When you join us, you'll be part of a workforce that truly values each and every member of the team.

To be in with a chance of being the recipient of this excellent package, including a 6% employer pension contribution, flexible working arrangements and more, apply online today.

## **Paralegal**

### **Manchester, M2 2EE or Liverpool L2 2QP**

- **Full time (with flexible start and finish times), permanent**
- **Salary from £24,000 dependent on experience + Bonus**

**Please Note: Applicants must be authorised to work in the UK**

Antony Hodari Solicitors has been delivering an industry leading service to clients throughout the UK for over 40 years. Specialising in housing litigation, we fight for tenants living in sub-standard accommodation to bring landlords to account. Client care is at the heart of everything we do, evidenced by our rating of 4.8 on Trustpilot and Reviews.io.

## **What's on offer at Antony Hodari Solicitors?**

This is a fabulous opportunity to join a respected law firm and be a key player in a well-established and growing team.

As our new Paralegal you can also expect to receive the following:

- Salary from £24,000 (Dependant on experience) + Bonus
- Flexible start and finish times
- Annual salary review
- 25 days plus bank holidays
- Day off on your birthday
- Pension scheme with 6% employer contribution
- Training, development, and support
- Company sick pay
- City Centre location
- Casual dress
- Death in Service Benefit (Salary x 4)
- Subsidised Gym Membership
- Access to award winning Employee Assistance Programme

**The role:**

The successful applicant will support our fee earners based in both our Manchester and Liverpool Offices, helping them to deliver the highest standards of client care. You will work amongst a team of fee earners who will give instruction and tasks to you to help the smooth and efficient progress of client's claims.

We recognise that our people are our most valuable asset, and we have a track record of developing staff of the future.

***Key tasks (not an exhaustive list):***

- Speak to clients and other parties by telephone
- Draft letters and other communications (with training)
- Draft legal documents (with training)
- Work to deadlines
- Carry out other duties, as and when required, to assist in the smooth running of the business

**The successful applicant:**

Our team structure means that we can support paralegals with varying degrees of prior experience. To excel in this role, you should be an excellent communicator both written and verbal with a good telephone manner. You should be well organised and self-motivated. You must be IT literate with a good working knowledge of MS Office applications. Our confident and dynamic paralegals benefit from genuine opportunities to progress.

***Experience:***

- Some legal experience is preferable but not essential
- A legal qualification is desirable but not essential
- Case Management System (Proclaim is used) experience would be advantageous but is not essential

If the above sounds like you, we would love to know even more about you – don't hesitate to apply!

**How to apply for the role:**

e-mail – [hr@antonyhodari.co.uk](mailto:hr@antonyhodari.co.uk)