# Employment Fee Earner Paralegal

## Job Description

**Overall Purpose:**
To undertake work in the Employment Department to assist in providing quality advice to clients and enable other fee earners to attend to their increasing caseloads.

To proactively support the Employment Department and provide cover for holidays

**Reporting to:** Head of Department

**Location:** Market Harborough

### Main Duties to Include:

**1.** Responsible for assisting in providing high quality, timely, professional advice and representation for claimant and respondent clients

**2**. Responsible for assisting in the preparation and drafting of documents such as Form ET1 and ET3, witness statements, briefing counsel and schedules of loss

**3**. Responsible for assisting in attending clients, taking instructions and advising under supervision. Generally assisting in conducting files efficiently whilst maintaining the confidentiality of all the Company's and clients documents and information at all times

**5.** Responsible for assisting other employment fee earners on their files where required

**6.** Responsible for actively proposing and participating in agreed marketing initiatives

### Job Features

**Decision making**… to conduct the day to day activities consistent with the aims agreed with the Department Head

**Internal / External Relationships:**
Internally.. to help maintain sound business relationships with all colleagues and promote business growth through networking and events

Externally.. to assist in ensuring the highest level of client care, consistent with the Client Charter of the Company, and consistent with its core values

**Problem Solving**.. to participate in the development of improved operating practices consistent with the Company's practice of continuous improvement

**Financial Management**…to assist in achieving agreed operating targets as agreed with the Department Head

**Marketing**…to be an active member of the team, helping to generate and promote marketing initiatives, in co-operation with the Department Head and the Company's Marketing Manager.