

## **Paralegal Job Spec**

Rubric Law, Bristol BS35 4AT – no public transport, own transport essential.

Full-time, Permanent

### **Overview**

Rubric Law is a dynamic boutique law firm which has spent the time required to hand pick and nurture its team. This attention to detail has enabled the firm to build a unique set of values by which the entire firm operates. The service delivered is comparable in quality and sophistication to the top 200 firms, however it benefits from a more personal touch.

We are now seeking an ambitious and commercially minded paralegal to enable the next phase of growth.

The firm is in an exciting position as looks towards 2022 following our recent rebrand which reflects our forward-thinking team.

### **The role**

You will be instrumental in assisting in the continued development and growth of the corporate and commercial and property departments. The role is primarily commercial property work but also involves some high-end residential property work and also involves supporting the corporate department in matters pertaining to the sale or acquisition of businesses. You will need to be focused on building relationships with clients and introducers and be able to consistently deliver outstanding and straightforward advice to clients. We are offering a competitive market salary, excellent holiday entitlement, and private medical cover.

### **How you will make a difference?**

The property department is currently led by the firm's Managing Director. You will assist with the existing case load and provide support in developing and marketing the department.

### **What will be expected of you?**

You will be required to live the values of the firm. You will be happy to work autonomously but within the framework of the firm. You will be an excellent communicator both with clients and your colleagues.

### **Who you will be working with?**

As a boutique commercial firm (11 head count) you will have direct access to all members of the team. Initially, you will spend time with the Managing Director and Chief Commercial Officer delivering client services, identifying opportunities and building relationships. You will report to the Managing Director.

### **What is it like to work here?**

We're an energetic group who are closely connected. There is a flat management structure with the Managing Director actively involved in the development of the team. The work is serious and there is a high output required, but the environment is supportive, fun, and enjoyable.

We operate four practice areas (Property, Private Client, Corporate/Commercial, Employment) and have acquired a specialist reputation. This however is not the end and the firm want to grow and develop each area of the business into new markets and geographies.

### **What will you be like?**

- You will have a minimum of 1 years' experience within property and/or corporate and commercial.
- You will be entrepreneurial and confident in your ability to help the department grow.
- You will be professional, personable and approachable.
- You will be highly articulate both verbally and in writing.
- You will enjoy being part of a dynamic team but comfortable in working autonomously.
- You will be comfortable with a varied case load in all areas of property law.
- You will want to work for an employer that has an appreciation for the level of commitment and work that you put in.
- Our values will resonate and inspire you.

### **Next Steps**

For more information or a confidential conversation please get in touch. Job Types: Full-time, Permanent

Salary: Negotiable

Experience: Property or Corporate and Commercial Law: 1 Year