

## **Paralegal**

Rubric Law, located in Bristol City Centre, are seeking a full-time, permanent Paralegal.

### **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 and 2022 is looking to be a pivotal year of growth following our rebrand last year.

### **The role**

You will be instrumental in assisting in the continued development and growth of the firm. The role would be primarily based in one department which could be employment, corporate, commercial or real estate. You will need to be focused on building relationships with clients and introducers and be able to consistently deliver outstanding and straightforward support to fee earners and clients. We are offering a competitive market salary, excellent holiday entitlement, and private medical cover.

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

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 (10 head count) you will have direct access to all members of the team. Primarily you will spend time with, and report to, your head of department.

### **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 (Real Estate, Corporate, Commercial and 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 in law within employment, real estate, corporate or 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.
- 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.

## **Location and hours:**

- Full-time (Monday-Friday, 37.5 hours per week) role — 9.00am till 5.30pm.
- Based in our Bristol office (5 mins walk from Temple Meads).

## **Next Steps**

For more information or a confidential conversation please get in touch with the Head of Business Operations on 01454 800 008. Applications to be submitted by email to [lisa.butcher@rubric.law](mailto:lisa.butcher@rubric.law).

Job Types: Full-time, Permanent  
Salary: Market rate