

PERSON SPECIFICATION

JOB TITLE Paralegal		
DEPARTMENT Commercial		
	ESSENTIAL	DESIRABLE
Education/ Qualifications	<ul style="list-style-type: none"> • LPC qualification 	<ul style="list-style-type: none"> • Experience of working in a law firm
Skills/ Knowledge/ Abilities	<ul style="list-style-type: none"> • Microsoft Word, Outlook, Excel • Excellent organisational skills • Good written and oral communication skills • Ability to use initiative • Ability to work as part of a team • Ability to cope with a heavy and diverse workload • Ability to handle pressure and to work to deadlines 	
Personal Attributes	<ul style="list-style-type: none"> • Committed to delivering excellence • Strong business approach • Professional with clients • Self motivated and committed • Treats clients and colleagues with courtesy and respect • Open, honest and transparent communicator • Good team player, supportive of colleagues • Has energy, enthusiasm, drive and ambition • Calm and focused under pressure • Flexible and adaptable to work demands 	