

Paralegal – Personal Injury

Holmes & Hills are a large regional law firm, which has grown significantly in recent years and who are continuing to grow. We currently have over 100 employees spread over our five offices across Essex and Suffolk.

The firm's team of solicitors and legal professionals have earned a reputation for offering a wide range of specialist legal services to individuals, businesses and local authorities across the South East and East Anglia.

Holmes & Hills has several departments specialising in a wide range of private client and commercial work. The firm prides itself on providing expert legal services whilst keeping control of costs. For more information on who we are please see our website www.holmes-hills.co.uk

THE ROLE:

We are currently looking for a Paralegal to work in our Personal Injury and Clinical Negligence Team.

Your Primary role as a paralegal will be to assist and support the Fee Earners in successfully running their cases and to generate your own fee income from processing matters on behalf of clients. To do this you will, carry out initial fact-finding meetings and telephone calls with clients, produce relevant chronologies, manage clients pat keep clients up to date, draft witness statements, ensure cases are on track, progress case files in the absence of the Fee Earner and other ad hoc tasks that assist the team.

This varied role is a great way to learn more about case management and the personal injury sector.

THE WORK:

The work carried out by our Personal Injury and Clinical Negligence team has included:

- Successfully representing a client in a road traffic accident compensation case, winning a loss of earning claim for the client who sustained serious whiplash/seatbelt injuries and had six months off work unpaid as a result.
- Successfully secured a five-figure sum in compensation in a personal injury claim for a self-employed construction worker who suffered permanent foot damage resulting from falling off a broken ladder provided by the contractor.
- Achieved a five-figure sum in compensation in a clinical negligence claim for a client who suffered wound infection for five years caused by an infected mesh.
- Acting in a complex and serious clinical negligence claim involving misdiagnosis where a client's arm had to be amputated as a result, leaving the client with significant symptoms which has a significant impact on his life.

WHAT EXPERIENCE DO I NEED?

We are looking for a graduate who is looking to progress their career within the legal sector. Previous paralegal experience is desirable, however wanting to learn about personal injury and clinical negligence fee earning work is more important.

WHAT SKILLS SHOULD I HAVE?

- Conscientious and meticulous
- Excellent communication skills (written and verbal)
- A positive attitude and able to use your own initiative
- A great team player

