



HOWARD KENNEDY

Your straightforward guide to working at Howard Kennedy

Paralegal, Commercial Dispute Resolution (9 month FTC)
Portuguese speaking



Welcome message

There's something special about Howard Kennedy.

We can sum it up in a single word: Straightforward.

The market evolves constantly, as do our clients' needs. We must always be ready to meet these changing demands. Our clients are after a lot more than sound advice. They want experts who bring clarity to daunting challenges in areas. It's people who matter most to them – they look for someone they can work closely with, who understands their business and who is there for the long haul.

That's why it's important that people who come to work for us have the same vision and values.

As a law firm we aim to provide straightforward commercial advice to our clients in a world of uncertainty, and to be a place where people thrive and our values prevail.



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About us

We are a London based, full-service law firm, specialising in providing straightforward advice to entrepreneurial businesses and individuals on domestic and international matters. With over 150 lawyers in one location, we ensure our clients have the right team to help them get from where they are to where they want to be.

We advise major corporates and institutions as well as entrepreneurial, ambitious enterprises which are often privately or family owned, or private equity backed. As well as our significant business law capability, we are one of only a few London-based law firms with a large private wealth offering. Our clients find our straightforward approach a compelling alternative to larger, less personal firms.

Our values

Our values act as a built-in compass, guiding us in the way we behave, the things we say and the decisions we make.

Talk straight

Think smart

Be yourself



Howard Kennedy at a glance

We have over 150 lawyers operating out of a single London office so we can be agile and responsive in our decision making and more collaborative in our working style.

375+

People

150+

Lawyers

55+

Partners

At least a quarter of our revenue comes from outside the UK. Our clients' needs often have an international component and the requirement is growing.

25%

International work

70+

Countries

2

International legal networks

Sectors and services

We are a full-service firm organised into 17 legal service teams and a focus on seven key sectors.

- Energy
- Investment Funds
- Media & Entertainment
- Private Wealth
- Real Estate
- Retail & Leisure
- Sport

£56.9m

2020/2021 revenue





Why Howard Kennedy

Working practices

We are a modern employer and strive to continually strengthen our inclusive, values driven culture to create a place where we belong and feel respected. The wellbeing of our people is of top priority and our strategy includes a focus on the physical, psychological, financial and relational wellbeing.

Training and development

Our aim is to provide the opportunities for our people to be the best they can be, to drive change and to meet our strategic objectives. There are established career frameworks in place for both lawyers and support services. We also run a top talent programme for all employees. These are designed to enable our top performers to achieve their potential and ensure succession for key roles within the firm.

Responsible business

All businesses impact the world in which they operate in some way. While we have been undertaking a range of initiatives to encourage the positive and reduce the negative impact of everything we do for some time, we have recently formalised our approach. This was achieved through engaging with both internal and external stakeholders.

Wellbeing

The wellbeing of every employee at Howard Kennedy is important to us and the future of our business. This has been a particular focus for the management during the Coronavirus outbreak. The health needs of our people are supported through employer-funded private medical insurance, the Employee Assistance Programme, Occupational Health support and access to a 24/7 virtual GP service. We have also offered free and confidential counselling during the lockdowns.

Job description

THE ROLE

This role sits within the Commercial Dispute Resolution team, which is part of our Dispute Resolution Department. The role will straddle the team's work streams: media, arbitration, insolvency and civil fraud. You will benefit from being exposed to a broad range of tasks and work types whilst interfacing with our fantastic team which consists of 25 fee-earners, 10 of whom are partners.

The team is busy with a heavy workload. Historically work has been undertaken by qualified solicitors/ trainees and they now require the support of a paralegal for a range of fee-earning and administrative tasks.

ROLE RESPONSIBILITIES

- Assisting with disclosure exercises;
- Filing and file-keeping;
- Assisting in preparing scopes of work and letters of engagement;
- Providing administrative assistance for investigations and trials, including producing bundles;
- Performing research tasks using a range on online and traditional research resources;
- Liaising with third-parties via the phone and in writing;
- Accurately completing and processing legal forms and other documents;
- Preparing for and attending client meetings, taking notes and completing attendance notes, where required.

Job title: Paralegal

Position Type: 9 month contract

Reports to: Partner

Benefits:

- Competitive salary
- 25 days annual holiday
- Permanent Health Insurance
- Life Assurance
- Interest free Season Ticket Loan
- Private Healthcare
- Pension Scheme
- Staff Introductory Scheme
- Employee Assistance Programme

ABOUT YOU

- Excellent time management and organisational skills to enable efficient co-ordination of work.
- Must demonstrate excellent literacy, spelling and grammar.
- The ability to communicate with clients and other business contacts in a helpful and efficient manner, responding to client queries where appropriate.
- Excellent interpersonal skills and the ability to work well within a team. Must be able to establish and maintain effective working relationships with colleagues and clients at all levels
- Must be able to interpret instructions correctly and act upon them
- Must be comfortable using own initiative and taking responsibility where necessary and appropriate
- Excellent attention to detail with the ability to perform in a high volume, deadline-orientated role
- Discreet and have a sound understanding of client confidentiality;
- Resilience and ability to work under pressure

REQUIREMENTS

Essential

- Fluency in written and spoken Portuguese.
- Previous experience of working within a litigation function and preferably experience gained working with a commercial dispute resolution team.

Desirable

- LLB/GDL/LPC/BVC/BPTC or equivalent work experience.
- Experience of time recording using Elite or a similar system.
- Experience of using Filesite or a similar document management system.
- Excellent skills in Word, Outlook, Excel, PowerPoint, Filesite and E-Filing.



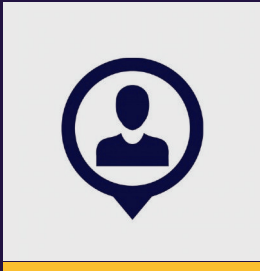
We're proud of our journey. Without losing sight of where we've come from, we are focused on where we're going. We are evolving and growing every day. And just like our clients, we are ambitious and moving forward.

CRAIG EMDEN, MANAGING PARTNER, HOWARD KENNEDY

Want to know more?

People are the key to our success, so it's important that we can attract and retain the very best. As well as being driven to deliver the very best client experience, you'll also need to be someone who lives our values. We want you to help us shape our future.

If you'd like to know more about this role please get in touch with the contact listed below.



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