

**VACANCY: PARALEGAL**  
**(FULL-TIME/PART-TIME, HOMEWORKING OPPORTUNITIES)**

<b>Job Title:</b>	Paralegal
<b>Responsible to:</b>	Legal Operations Manager
<b>Responsible for:</b>	No line management responsibility
<b>Salary:</b>	£18,000 - £22,500 per annum (FTE) Starting salary dependent on experience
<b>Contract type:</b>	Permanent
<b>Working arrangements:</b>	Full-time and part-time opportunities available Opportunity for homeworking
<b>Closing date:</b>	Wednesday 28 <sup>th</sup> July at 12 noon

**Details about the Paralegal roles**

Coote O'Grady is an award-winning expert in legal spend management. It works with some of the world's largest organisations to ensure they're making the most of their legal budget.

We have several vacancies for **Paralegals** within our growing Legal Operations team, based in Boldon, Tyne & Wear. This team provides a valuable service to in-house legal teams, allowing them to focus on more high-value legal tasks.

We are looking for individuals who could take responsibility for various Legal Operations activities for clients, including legal invoice review, law firm rate negotiations, legal panel review, client spend analysis and other legal procurement activity.

A Legal background is preferred, although we will consider candidates with transferrable skills such as Accountancy, Auditing or Procurement who can evidence relevant career experience.

As a flexible organisation, you will be able to manage your work from home through our secure working environment. However, you may be required to attend meetings local to Boldon, Tyne & Wear, so ability to travel to this location once a week is essential.

**Specific Role requirements:**

- Laptop/PC and reliable internet connection required (we will provide licenses)
- There may be a requirement for the post-holder to travel to and attend client meetings, as relevant to this role
- Attend training and development courses, as required.



## How to apply

We prefer to receive applications by email to [info@cooteogrady.com](mailto:info@cooteogrady.com).

Please note that in submitting your application Coote O'Grady will be processing your personal data. We would ask you to consider the Privacy Statement at [www.cooteogrady.com](http://www.cooteogrady.com) which provides information on the collation, storing and use of data.

Please note, previous applicants need not apply.

## What you are required to submit

1. A CV.
2. A covering letter detailing your experience and potential for the role as set out in the person specification below.

## Contact details

For further information or an informal discussion about the role, please contact Lynsey Wood, Head of Legal Operations, at [info@cooteogrady.com](mailto:info@cooteogrady.com).

## PERSON SPECIFICATION

Criteria (E – Essential/D – Desirable)	E	D
Proven background in Legal, Accountancy, Insurance or Procurement	X	
Excellent oral and written communication skills and the ability to build excellent working relationships both internally and externally	X	
Proven track record of managing a busy workload and working to tight deadlines	X	
Ability to manage own time effectively	X	
Flexible and willing to work additional hours in busy periods if required	X	
Proven IT skills, including use of Microsoft Excel	X	
High standards of accuracy and keen eye for detail	X	
Analytical skills and the ability to translate data into meaningful information	X	
Report writing experience	X	
Qualified to degree level in Law or hold a recognised legal qualification		X
Previous Legal Operations experience		X
Advanced Microsoft Excel skills		X

