JOB DESCRIPTION

Title:	Paralegal (Corporate Team)
Hours:	9.30 am to 5.30 pm, and as required, flexible applications considered
Working week:	Monday to Friday
Responsible to:	Practice Area Leader and Partners
Purpose of job:	To provide support to the Immigration Corporate team within a very busy Immigration practice area. To assist the Fee Earners in the provision of advice to the Firm's corporate clients.

Main duties and responsibilities will include:

- Assisting Fee Earners with research
- Arranging appointments at the UK Visas and Immigration (UKVI)
- Ensuring electronic application forms are kept up to date
- Assisting with the preparation of application for the main Fee Earner
- Proof reading and checking forms and documents foraccuracy
- Drafting application forms, standard letters/emails for fee earner review and submission to the UKVI
- Monitoring and checkingprogress of applications and reporting to fee earners
- General administration
- Such other duties as may from time to time be given.

Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this role. However, it is not an exhaustive list. The job description may be changed or developed at any time to reflect changes as required. However, material changes will not be made without full consultation with the post-holder.

Kingsley Napley are committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment regardless of race, age, disability, gender identity, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity and religion.

Kingsley Napley LLP is a limited liability partnership incorporated in England and Wales under number OC343278 and is authorised and regulated by the Solicitors Regulation Authority under number 500046. The address of our registered office is shown above. A list of the names of its members is available for inspection at the registered office and on its website www.kingsleynapley.co.uk.

PERSON SPECIFICATION

Job Title: Paralegal, Immigration Practice Area

	Essential
Knowledge and Technical Ability:	• Interest and enthusiasm for law, and knowledge of current issuesrelevant to immigration law • Ability to produce correspondence such as drafting letters and emails • Ensures work is carried out to a high standard and presentsinformation in a clear, logical and structured manner • Ability to complete legal research
Client Care:	• Experience of working within a very busy environment wheredeadlines are clearly defined • Effectively prioritises work to ensure matters are progressed, meetingdeadlines and providing updates where necessary • An understanding of the importance of good client care • Effective organisation skills • Experience of dealing with and managing large quantities ofdocumentation
Firm Wide Skills:	• Strong IT skills including intermediate to advanced Word, Excel andPowerPoint competency • Administration and drafting skills, including exceptional spelling,grammar and attention to detail • Good use of initiative and ability to multitask
Attributes:	• Ability to demonstrate behaviour in keeping with the firm's core values of Teamwork, Respect, Integrity, Fairness, Understanding andCommitment • Positive and professional approach to work and to team relations • Able to work with a variety of people, including lawyers, support staff, fellow paralegals and clients. • Flexible and able to quickly adapt to changing tasks and needs ofclients • Ability to handle confidential and sensitive information • Ability to work well under pressure

All applicants who are offered permanent or long-term employment, or partnership, will be subject to a criminal record check by the Disclosure and Barring Service (DBS) before the appointment is confirmed. Because Kingsley Napley LLP meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, a 'basic disclosure' will be sought. This will reveal 'unspent' convictions. A criminal record is not necessarily a bar to employment or partnership; each matter will be considered on its own circumstances and merits.

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