**Position: In-House Paralegal**

**Location: London, UK**

**Company Profile: [insert]**

**Job Summary:**

We are seeking a highly skilled and detail-oriented paralegal to join our legal team in London. The successful candidate will provide legal support on a wide range of matters, including contract management, litigation support, legal research, and document management. The role requires strong organizational skills, excellent communication skills, and the ability to work collaboratively with various stakeholders across the organization.

**Key Responsibilities:**

* Assist with the management of the company's contract portfolio, including reviewing, drafting, and negotiating contracts
* Conduct legal research on various matters and provide summaries to legal team
* Assist with litigation and dispute resolution matters, including document management and discovery
* Draft and review various legal documents, including NDAs and other legal agreements
* Organize and maintain the company's legal document database and other administrative tasks
* Collaborate with other departments and teams, such as finance and operations, to provide legal support and ensure compliance with relevant laws and regulations
* Stay up-to-date on legal developments and changes in relevant laws and regulations, and advise the legal team on potential impact

**Qualifications:**

* Bachelor's degree in law or related field
* Strong academic performance
* 2+ years of relevant legal experience, preferably as a paralegal in-house or at a law firm
* Excellent organizational, communication, and writing skills
* Ability to work independently and manage multiple priorities
* Experience with contract management software and document management systems preferred
* Experience working in a global/multi-national organization preferred

**To Apply:**

* If you meet the qualifications and are interested in applying for this position, please submit a cover letter and CV to [insert contact information].

**If you require assistance in recruiting this role reach out to** **Gianpaolo.Pacitti@j-alegal.co.uk** **our Legal Recruitment Director**