

## JOB DESCRIPTION

### PARALEGAL

**Location:** Central London

**Travel Required:** Travel Required based on client needs

**Salary Range:** £25,000 - £30,000

**Hours:** Full time (37.5 hrs P/W)

**Remote/Office Based:** Office based, work from home on Wednesdays

**Benefits:** Discretionary bonus, workplace pension, medical and dental cover

### THE JOB

For a professional individual that provides vital support to the legal team across various practice areas, assisting with research, document preparation, case management, and client communication. Reporting to the Partners, they will be responsible for supporting the day-to-day activities of the legal department, ensuring that all tasks are completed efficiently and on time. The Paralegal will assist with drafting legal documents, preparing case files, conducting legal research, and liaising with clients, under the guidance of the Partners. They will play an important role in maintaining smooth operations within the firm, contributing to the delivery of high-quality legal services.

## THE BUSINESS

Ali Legal Ltd is a forward-thinking commercial law firm based in the heart of London. We specialise in three key practice areas: corporate/commercial, property, and litigation.

Our corporate/commercial team works on a wide range of corporate and transactional agreements, partnering with businesses of all sizes to drive growth and success.

With a diverse client base spanning multiple industries, we're proud to be trusted by leaders in their fields.

The property department provides expert advice and services in both commercial and residential sectors. As a member of several bank panels, we offer comprehensive conveyancing services and regularly handle complex property transactions across London, including commercial leases, developments, enfranchisement, and more.

Our litigation team takes on high-stakes cases, often representing clients in the High Court and beyond. We're known for our ability to tackle challenging disputes head-on.

At Ali Legal, we're all about people, excellence, and professionalism. We're committed to delivering results that matter—whether that's sealing a deal or resolving a dispute.

We deliberately keep our team small but mighty to ensure that both our clients and our people experience a close-knit, personalised service. We believe that's what makes us different.



## REQUIREMENTS

**Experience:** At least 1-2 years of experience in a legal environment, preferably in the relevant practice area (corporate, property, or litigation).

**Legal Qualifications:** A law degree or equivalent legal qualification. A completed LPC or similar qualification is a plus.

**Research Skills:** Strong ability to conduct legal research and analyse case law, statutes, and regulations.

**Organisational Skills:** Excellent organisational skills with the ability to manage multiple tasks and meet deadlines.

**Communication:** Strong written and verbal communication skills, with the ability to draft legal documents and communicate clearly with clients and colleagues.

**Attention to Detail:** High attention to detail, especially when preparing legal documents and maintaining case files.

**Teamwork:** Ability to work effectively within a team and support senior lawyers and partners.

**Technology:** Proficiency with case management systems, MS Office Suite, and legal research tools.

**Proactive Attitude:** A proactive approach to problem-solving and a willingness to take on responsibility and grow within the firm.

**Location:** Based in London.

4 days in London Office

1 day work from home on Wednesday

Full Time

## APPLICATION PROCEDURE

Ready to join the squad? Send us your CV and a cover letter telling us why you're the perfect fit for this role direct to our MD at [akbar@alilegal.co.uk](mailto:akbar@alilegal.co.uk). Don't wait too long—applications are due by January 31st!

Please note this is a full time role whereby you will be directly employed by Ali Legal Ltd with the expectation of full time dedication. Please DO NOT apply if you:

- are seeking a consultancy opportunity (all team members are direct employees only)
- are a recruitment agency
- offer outsourcing services.

