

08.12.2016

# Radca Prawny / Asystent merytoryczny (Paralegal) - Kancelaria Radców Prawnych Adams Solicitors, z siedzibą w Londynie

# Dual qualified (Poland / UK) lawyer or experienced Paralegal fluent in Polish and English required for our London office

### Solicitor (Legal advisor) / Paralegal

#### Main requirements:

- · Handling client caseloads.
- Explaining English procedures and system to our Polish clients and vice versa.
- Instructing and liaising with our Polish legal consultants.
- · Liaising with our solicitors internally.
- Researching cases and legal information, both in UK and Poland (working knowledge of Lexis in UK would be desirable as well as other similar sources of legal information in Poland).
- · Drafting documents, reports and letters of advice.
- Translating documents for internal purposes.
- Being responsible for various marketing initiatives for our Polish Law department.

#### Skills

- Excellent written and spoken Polish and English language.
- · Being able to work under pressure.
- · Being well organised.
- · Having competent computer abilities.
- · Having high attention to details.
- Having competent written and spoken communication abilities.
- · Being respectful for confidential information.
- · Being patient.
- Being able to deal with large amounts of information.
- Having researching skills (including UK version of Lexis and other Polish sources of information).
- Being sympathetic, tactful and ability to work as a part of a team.

**Education** Preferably someone with the law degree from UK University or someone who has successfully completed the Legal practice Course (LPC) / Qualifying Law Degree (QLD) in UK. Degree in Polish law, from a reputable Polish University desirable but not essential.

Excellent 'Matura' marks.

#### Apply:

By sending by email only san@adamslaw.co.uk

- 1. Your CV, and
- 2. A covering letter ( setting out salary expectations)

## Sorry NO AGENCIES please