

Dispute Resolution Paralegal

London Dispute Resolution Team

Summary: We are seeking an experienced Paralegal to join our London Dispute Resolution team for a full-time role, on a permanent basis. The ideal candidate will support the team in managing several complex and high-value litigation matters. This is an excellent opportunity to gain exposure to high-profile cases in a collaborative and supportive environment.

[Email Resume Here to Apply](#)

Qualifications:

Education

- The ideal candidate should have a law degree or have completed their GDL.
- 2:1 degree preferred.

Knowledge & Experience

- Demonstrated experience as a paralegal in a Dispute Resolution practice group in an international law firm.
- Experience in High Court litigation and/or CAT class actions is preferred.
- Strong organisational and file management skills.
- Proficiency in preparing electronic and hard-copy bundles.
- Familiarity with legal research platforms such as Lexis and Westlaw.

Preferred Attributes

- Ability to work independently and manage a varied workload.
- Strong attention to detail and excellent communication skills.

Duties and Responsibilities:

- Assist with the preparation and organisation of documents and bundles for case management hearings and filings.
- Manage case files, correspondence, and document production.
- Conduct legal research and draft correspondence under the guidance of lawyers.
- Support the team in handling various administrative tasks related to ongoing litigation.
- Collaborate with in-house support services for efficient case management and document handling.
- Interact with outside entities (e.g. courts, government agencies, expert witnesses, corporations, vendors, and other law firms) to coordinate activities as needed in support of assigned cases.
- Draft, review, and/or analyse routine legal documents as requested by lawyers; conduct legal research under lawyer supervision.
- Create and maintain effective working relationships with others to facilitate a positive and productive work environment.
- Adhere to Firm policies, practices, and priorities; and perform other duties as requested by Firm management.

Qualifications (continued):

- Proactive and willing to engage in complex and high-value litigation matters.
- Ability to work well in a team.

Status: Non-Exempt

Reports To: Senior Paralegal Manager

Work Location: Hybrid (four days in office)

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