



Paralegal

Workplace: SS15 6EE, Laindon

Apply online!

What to expect:

Bertrandt is an independent and international development service provider with long years of automotive expertise. With cross-industry know-how and a holistic understanding of systems and products, we create technological solutions at any stage of the product development process. We deal with a focus on hot topics such as digitalization, e-mobility and autonomous systems, mainly for the automotive, aerospace and mechanical engineering sectors, and consistently facilitate the development of tailored solutions in these areas. Our goal: to accelerate technological progress and make a relevant contribution to a sustainable future. We work on this every day – with around 14,000 employees at more than 50 sites worldwide.

We are supporting various customers worldwide. We are recruiting for a Paralegal for our customer.

Your responsibilities:

Work collaboratively with members of the customer's Legal Office to support various cross-functional projects, work with business teams to implement legal and regulatory changes, work with the customer service team and outside counsel on customer complaints and litigation, conduct legal research, and provide other key

What you bring along:

What We're Looking For

- Have a law degree from a UK university or a degree and passed the PGDL or have at least three years' experience working as a paralegal in a law firm or in financial services
- Understanding of UK consumer credit law and/or business banking law and/or consumer litigation and the regulatory framework of a UK bank
- Ability to identify legal risk and approaches to mitigate risk from both a litigation and regulatory perspective
- Excellent research, issue-spotting and analytical skills
- Ability to work under pressure against deadlines and deliver results
- Attention to detail, continuous improvement, learning and innovative mindset
- Strong organisational and administration skills, and proven ability to work on multiple projects simultaneously and prioritize appropriately
- Strong project management skills
- Effective communication skills to apply with directors, non-executive directors, senior management and employees in various departments

support for the Legal team. You will:

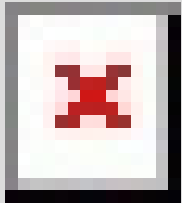
- Assist attorneys to develop legal advice for customer's management that improves Company decision-making
- Support the core business of customer's while also participating in cross- functional project teams
- Assist the Legal team with ensuring all procedures, processes, systems, and documents comply with applicable law and corporate policies
- Assist the Legal team with and perform legal research and analysis
- Support monitoring for compliance with laws, regulations, guidance issued by relevant regulatory bodies, and Company policy
- Assist with onboarding and processing invoices from external counsel and litigation reporting

(Accounting, Compliance, Operations, etc)

- Ability to function effectively and collaboratively as part of cross-functional teams

Position is confirmed inside IR35. Successful candidates have to be eligible to work in the UK. Work in a hybrid environment (4 days in the office, 1 day from home)

What we offer: An interesting and varied role with an expanding international company, recognised for its industry expertise, company culture supporting teamwork and creativity.



Contact:

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www.bertrandt.com/en/career

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