

Legal Executive (PI Litigation)

Tracey Solicitors LLP are a dynamic and progressive legal practice based in Dublin City Centre. We specialise in Personal Injury and Medical Negligence litigation, and right now we're looking for a legal assistant to join our team.

We have a terrific team structure, a really rewarding client-centric culture, and a very forward-looking approach to our business - we've been paperless since 2008.

If you are looking to give your career a major boost and widen your skills base, then this could be exactly the opportunity you're looking for.

The role at a glance:

This role offers a fantastic opportunity for a self-motivated legal executive to join the firm. The role will be responsible for supporting our solicitors in actively managing their daily workloads, which involve a diverse range of cases and clients.

Key Responsibilities:

- Supporting solicitors in the management of their caseloads.
- Handling and dealing with incoming calls from clients and third parties.
- Preparing briefs for Hearing.
- Engrossing Pleadings.
- Liaising with barristers re. hearing dates.
- Scheduling settlement/consultation meetings on cases.
- Digital dictation.

Requirements:

- A minimum of 3-5 years Personal Injury Litigation experience – highly desirable.
- Law Degree highly desirable.
- Ability to work independently and collaboratively on a team.
- Enthusiastic, motivated, 'Can do', customer-first attitude.
- Good typing skills and the confidence to embrace best-in-class office technology.
- Excellent multitasking and time-management skills.
- Extensive case management experience.

The rewards package will be very attractive to the right candidate, and we'll take your track record and past successes into account when making you an offer.

To arrange an informal meeting and see if we're suited to each other, there's no need to send us a formal CV – although you can do so if it suits you better. Instead, you can just drop a simple email to sg@traceysolicitors.ie and let us know where you've worked to date, and why you think we could be a great fit for each other.