**Criminal Paralegal**

£19,000 - £20,000 per year

We at Wainwright & Cummins LLP are looking for a Paralegal for the Criminal Law department. We are seeking a highly motivated and skilled Paralegal to join our criminal law firm. The ideal candidate will have a strong background in criminal law and be passionate about helping clients through difficult times.

Responsibilities:

* Conducting legal research and drafting pleadings, motions, and other legal documents.
* Administrative support for the firms Criminal Department.
* Litigating Magistrate and Crown Court files.
* Supporting in preparing for trials and hearings.
* Communicating with clients, witnesses, court personnel & third parties.
* Organizing case files and maintaining accurate records.
* Performing other tasks as assigned by attorneys.

Requirements:

* At least 2 years of experience working as a paralegal in criminal law.
* Knowledge of criminal law and court procedures.
* Ability to work independently and as part of a team
* Able to manage multiple tasks simultaneously.
* Strong research and writing skills.
* Attention to detail and ability to maintain confidentiality.
* Excellent communication and interpersonal skills.

We offer a competitive salary and benefits package, as well as an opportunity to work with experienced Solicitors, Barristers and Chambers within a supportive environment.

This position will have the opportunity to offer a training contract with the firm for the successful candidate.

If you meet the requirements and are interested in this challenging and yet rewarding role, please submit your resume and cover letter for consideration to Andrew Wainwright to arrange an interview.

Address: 6a Acre Lane, London, Brixton, SW2 5SG

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