



Job Title:	Paralegal / Legal Secretary	Job Category:	Administrative Support
Department/Group:	RMC	Job Code/ Req#	002
Location:	Kirkintilloch, Glasgow	Travel Required:	No
Level/Salary Range:	£20,000 - £25,000 D.O.E	Position Type:	Full Time

ABOUT US

Reject My® Car started in 2019, helping consumers who had purchased faulty cars, motorhomes, vans and motorbikes. To date we have helped over 600 consumers reject their vehicle and receive a refund. We work with some of the best solicitors, Advocates and engineers to give each and every Client the best chance of success. Feared by car dealers and loved by our Clients, we are expanding our operation to help more consumers than ever exercise their rights.

JOB DESCRIPTION

We are looking to recruit a Paralegal / Legal Secretary to assist our Solicitors and Advocates with all aspects of their Court workload. You must be confident and articulate in all forms of communication such as telephone, email, WhatsApp, Messenger and Direct Message, and have the ability to switch between different modes quickly and efficiently to suit the Clients preferred method of contact. An excellent knowledge of the Scottish Courts processes and in particular, Ordinary Actions, is required to enable you to run the case files to meet the strict deadlines of the action. You must also possess strong IT skills in order to create complex documents for every stage of each claim. You may be required to take notes during Court hearings, both Administrative Hearings and Proof Hearings.

ESSENTIAL SKILLS

- IT literate with a good working knowledge of Microsoft Office and Adobe.
- Exceptionally organised.
- Keen eye for attention to detail.
- The ability to perform to critical deadlines.
- Ability to maintain continuity and confidentiality between Client files at all times.
- Experience of the Scottish Court process.

NICE TO HAVE (BUT NOT ESSENTIAL)

- Civil experience would be advantageous, however applications will be considered from any relevant legal background.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- You will be educated to Standard Grade Level or above.
- You will hold a relevant professional qualification to support your application for either role.

BENEFITS

- Training will be given to help you excel within the role.
- You will receive 30 days holiday per annum (inclusive of public holidays).
- If eligible, you will be auto-enrolled in our Company pension scheme after 3 months service.
- Working hours – 9am – 5pm
- This role is office-based.
- Free parking on-site.

HOW DO I APPLY?

Please send a copy of your CV (and cover letter) by email to ian@rejectmycar.com

APPLICATION DEADLINE:

If you wish to apply for this vacancy, please ensure you submit an up-to-date CV directly to Ian Ferguson using the above email address by 31st May 2022. We anticipate holding interviews for this role between 6th March and 10th June 2022.

If you require any reasonable adjustments during any part of the application process, please let us know so we can discuss and arrange these by email.