



CONTRACT &
CONSTRUCTION
CONSULTANTS

Paralegal / Trainee Dispute Resolution Consultant

CCC is a leading company in the field of construction dispute resolution, dealing with a range of national and international construction projects worth up to tens of millions of pounds.

We are looking to appoint applicants that are keen to develop a career in law or in construction claims and dispute resolution. The position offers candidates an exciting opportunity to work in an expanding area of law for a growing firm with an established reputation.

Applicants must be bright, motivated and able to work well under pressure. First class attention to detail is essential. The role will involve assisting fee-earners with the day to day running of their cases, which includes a variety of administrative duties. Experience in dealing with a large volume of information and documents would be helpful. As the role develops duties will extend to include assisting fee-earners with the preparation and development of legal documents.

The position is suitable for graduates from any discipline, however law graduates are preferred. Candidates with a background in construction claims, quantity surveying or commercial management will also be considered. Good IT and organisational skills are required.

Salary between £18,000-£24,000 depending on experience and qualifications. Excellent prospects of progression.

Application Process

To apply please send us your C.V. together with a covering letter and mark it for the attention of Mrs Julie Milkins, Office Manager. Please ensure that all email applications are sent to the following email address: recruitment@contract-consultants.com. Only successful applications will receive a reply within 3 working days of receipt. If you would like more information about these roles then please contact us.