

## QG Law Careers and Vacancies

**JOB TITLE:** Paralegal

**OFFICE:** Remote

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We are looking to recruit a Paralegal within the Property Recovery team QG Law.

This is an excellent opportunity for a recent law graduate or early-career legal professional to gain hands-on experience in a fast-paced, regulated industry. The successful candidate will support senior solicitors on a variety of legal matters and handle their own matters under supervision from more senior members of staff.

To be successful in the role you will need to demonstrate a commitment to innovation and a determination to provide a market leading service and product on behalf of QG Law, a QuestGates Company.

**Key Skills:**

- Excellent degree of knowledge of legal insurance related claims and principles
- Excellent communication skills, both oral and written
- Good degree of IT competency and literacy
- Demonstrate personal and professional integrity and lead by example
- Ability to work and contribute positively as part of a team and in isolation
- Ability to work accurately under pressure, adhering to deadlines and service standards
- Understanding of contract law and negligence

**The role involves:**

- To demonstrate a high level of technical quality and service delivery
- To provide exceptional customer service at all times
- To participate positively and constructively as a team member, sharing knowledge and providing feedback and suggestions
- To ensure adherence to contractual/Client SLA's and KPI's

**The Package:**

- Competitive salary
- Enhanced contributory pension
- Performance related bonus
- Flexible benefits
- Enhanced family leave
- Electric car scheme
- Voluntary benefits schemes
- Birthday holiday
- Share purchase scheme with interest free loans

**Hours of work:**

Standard working week is 35 hours, Monday to Friday with flexibility to work from home /office.

**Closing Date for Applications:**

Close of business on 25<sup>th</sup> July 2025.

**Contact details:**

If you would like further information about this vacancy or wish to apply, please contact Siobhan Bullock on 07885 456254 or email [recruitment@questgates.co.uk](mailto:recruitment@questgates.co.uk) by the closing date.