



Caseworker / Paralegal

London, Westminster, United Kingdom · Conveyancing / Litigation

Description

AMZ LAW are hiring... NO AGENCIES please

AMZ LAW

a very modern law firm for a very modern world.

AMZ LAW was established in 2008, the Principle is a woman, Ms Ashwaq Mizher. Ms Mizher was educated in England and has a plethora of experience in business and law both here and in the Middle East. AMZ LAW is a boutique firm, currently 10 persons and growing

We are seeking an experienced Arabic and English speaking Caseworker / Paralegal to work in our Little Venice branch. We are a family firm and desire to hire a person whom wishes to integrate into our unit.

We have just hired Business Development Manager whom previously worked in Financial Services in the City. AMZ LAW is investing heavily in re-branding and will be launching the new brand online, offline and social within the next eight weeks.

AMZ LAW has grown organically and is now the law firm of choice for Arabic speaking high net worth individuals both from here and abroad.

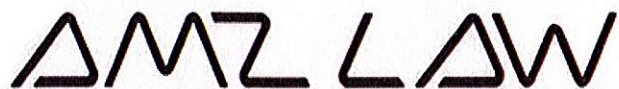
A growth area for AMZ LAW has been our **Middle East Business Advisory Service** which European companies use when assessing how to expand their services into the Middle East. In the Middle East each of the Gulf Countries is unique in their own way, despite several commonalities; simply transplanting Western business practices in the Gulf will not yield dividends. Religion, tradition, influential connections, local knowledge, knowledge of the law and tribal law, suitable business partner and social standing and reputation in the Middle East are all of great importance when trying to do business.

Our document translations are approved by the Foreign Office, Home Office and the Embassies.

AMZ LAW is a full service law firm.

Areas of specialism are:

- Immigration
- Litigation
- Criminal
- SME / Business Start up
- Civil



- Commercial
- Translation
- Middle East Business Advisory Service

Requirements

Degree required:

LLB graduate –

“English & Wales and Scottish law”

or

“England & Wales and International law”

- **Must have...**
 - Fluent in Arabic both written and verbal
 - Paralegal / Caseworker eg know how to make a bundle
 - The right to work in the UK
 - Able to work flexible hours eg between 0930hrs and 18.00 Monday to Friday
 - Typing speed 60 words per minute
 - Clear and confident speaking voice
 - Digital Native

Benefits

Company Ethos:

Work life balance is important but not at the expense of customer service

Virtually paper free office Cloud remote working for the fee earners

Flexi time office

Multicultural office: Iraqi, Lebanese, Scottish, Irish and Anglo Spanish environment

We promote Ethics above financial gain

Relaxed working environment where one is not micro managed however the IT system tracks your digital foot prints

Grow with the company

CV's with an interesting covering letter highlighting language skills and put in the subject line where you saw this role advertised.

Please email: ashwaq@amzlaw.co.uk

Remuneration: Min wage

Probation period: Six months

SRA ID:511788