

JOB DESCRIPTION

Commercial Disputes – Paralegal – London

ABOUT US

RPC is a dynamic, collaborative and commercial law firm. We love our work, but we love our clients more. Those clients are often household names, many of our lawyers are market leaders, and by investing in long-term relationships together we achieve award-winning results.

Headquartered in London and with offices in Bristol, Hong Kong and Singapore, we support our clients globally, both through our own offices and by collaborating with leading law firm networks. We are big enough to handle the most complex matters, and agile enough to adapt quickly to the opportunities and challenges our clients face. Through our commitment to and focus on five strategic areas of importance – Commercial & Financial Disputes, Insurance, Regulatory, Retail & Consumer and Technology & Media – complemented by a wide variety of practice areas, our revenue increased by 43% in the last three years.

That commercial success is reinforced by our unique culture. Clients and recruits are often surprised by just how different – how approachable – we are. We hire people with personality and invest heavily in their professional development and wellbeing. Every person at RPC should feel valued, respected and free to be themselves. And we want to help everyone achieve their ambitions – our clients as much as our people.

DIVERSITY, EQUITY, INCLUSION & BELONGING

We are problem solvers. Whether in front of clients or behind the scenes. To solve problems creatively for clients, we need diverse collaborative thinking; drawing on different experiences, backgrounds and perspectives. That means that everyone who either applies to, or works for, the firm is treated equitably. We believe in removing barriers to equal access not least because our people define us and define what we do.

If you need support and adjustments to do your best work, whether that's during the recruitment process or throughout your time at RPC, we're here to help.

ROLE OVERVIEW

The team

Our Commercial and Banking Litigation team is at the forefront of disputes. We handle complex, high profile and international work. Our cases regularly appear in the Lawyer's Top 20 Cases to watch: in the last six years we had more cases in the Top 20 than any other firm (2019-2024).

A diverse roster of clients - ranging from asset managers to retailers, manufacturers to funds, and ultra-high net worth individuals to tech companies - instruct our 'vibrant group of disputes practitioners'.

We are recognised for having 'strengths across all levels of seniority', our lawyers are described as 'great talents' and 'Top-class' (Legal 500).

We are a collaborative, friendly team who look to support and develop our people across all levels.

The role

We are looking for a paralegal to join our team to support on a specific, high profile matter.

Responsibilities will include:

- Document management – including management of disclosure documents and preparation of trial bundles.
- Electronic disclosure document review and analysis.
- Supporting trial preparation and the conduct of trial.
- Legal and procedural research - using legal databases and textbooks to obtain case law, articles, background, etc. Thereafter, organising this information into a manageable format for the relevant lawyer.
- Outdoor work - e.g. lodging bundles/applications.

Knowledge, skills and experience

- Previous litigation paralegal experience will be desirable.
- Experience of trial preparation also desirable.
- Relativity experience and confidence using Excel.
- Committed to being part of a supportive, inclusive and collaborative firm culture.
- Ability to build internal relationships and understand the expertise across the firm so to help deliver an excellent client service.
- Having a commercial, committed, and proactive approach, including responding in a timely manner to meet clients' needs and related deadlines.