

Withersworldwide

Job title: Paralegal

Practice Group: Private Client and Tax

Location: Geneva

## The Role

We are looking for a very well organised and flexible paralegal to join our market leading international Private Client and Tax team. You will work with a broad range of clients (including trustees, administrators, banks and beneficiaries) in relation to a variety of private client related legal matters. Succession planning for international families is a key part of this role and you will assist with implementing estate-planning arrangements for individuals. Key elements of the role include:

- Reviewing incoming e-mails, correspondence and documents
- Co-ordinating client work among fee earners and secretaries and liaising with all stakeholders
- Regularly updating the Senior Partner on pending client matters and assisting the team in delivering a timely service to clients
- Undertaking legal research on a variety of topics in relation to UK and international tax advice and wealth structuring
- Providing effective and proactive communication with clients, legal staff and other support staff, organising meetings, answering the phone, taking messages, managing e-mails, etc.
- Producing accurate, high quality work quickly and efficiently, using the firm's software packages and document management systems
- Upon request, preparing first drafts of terms of engagement letters; using electronic file opening, ensuring anti-money laundering requirements are adhered to and requesting necessary Know Your Client documentation
- Preparing draft documents including Wills, powers of attorneys and trust deeds

## The Department

The Private Client and Tax practice provides sophisticated legal advice to a great range of clients, from aristocracy to first, second and third generation entrepreneurs, industrialists, senior executives, celebrities, artists, philanthropists and other prominent figures. This practice generates approximately 55% of the firm's revenues (globally) and is the firm's engine room. The firm has one of the largest and most comprehensive private client practices in the world. As well as acting for clients with a UK connection, the Private Client and Tax practice in Geneva has an international focus and acts for clients in Asia, the Middle East and Latin America in relation to trust and succession planning.

## Key skills and experience

- Bachelor degree in Swiss and/or UK law (or equivalent)
- A minimum of two years' experience working as a paralegal (or in a similar role) is desirable but not essential
- Familiarity with technology e.g. Excel, Word
- Strong research skills
- Ability to work as part of a team and under pressure
- Excellent written and verbal communication skills
- Fluency in English and, if possible, in French

## About Withers

Withers has been acting for individuals, families and institutions for over 100 years. We advise clients on their business and personal legal needs both at home and abroad. In this fast moving and increasingly regulated world, the need for integrated and timely advice has never been more urgent.

With offices in Europe, Asia-Pacific, the United States and the Caribbean, we provide coverage that other law firms focussed on the individual cannot. We continually look for opportunities to ensure we are based in the same locations as our clients and their wealth.

## Equal Opportunities Employment Statement

It is our policy to provide equal opportunities for all employees/prospective employees in relation to recruitment, training and promotion. Decisions in these areas will be made only by reference to the requirements of the job and shall not be influenced by any consideration of ethnic origin, religion, sex, age, sexual orientation or disability.



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