

Paralegal – Insurance litigation and debt recovery

About Us

McCabe Curwood is a leading Australian law firm with a reputation for providing high quality, timely legal services. Balanced with a strong internal emphasis on culture and values, we combine innovation with commercial savviness to deliver rewarding outcomes to all our clients.

The Opportunity

An exciting opportunity has arisen for an ambitious and enthusiastic paralegal to join our Recoveries team focusing on motor, settlement and recoveries matters nationally. This is a permanent full-time role based in our Chatswood office, offering the successful candidate the opportunity to work directly with our two recoveries principals.

The successful candidate will have the opportunity to build client relationships whilst managing their own portfolio. You will be committed to exceeding client service standards and achieving the best outcome for your clients by providing timely advice, consistent and accurate legal advice, and value for money.

We anticipate this role would best suit an individual that is looking to advance their career and gain hands on experience in a thriving and supportive workplace.

About you

To be successful in this role you will have:

- The ability to manage files proactively within a fixed fee cost structure
- Ability to think logically and clearly
- Confidence and ability to communicate directly with clients, insureds, third parties and opponents
- High attention to detail
- Strong verbal and written communication skills
- The ability to build strong internal and external client relationships; and
- Excellent time management skills with the ability to meet strict deadlines and client service standards.

In return, you will be provided with the opportunity to work with a talented team in a flexible, inclusive and innovative environment. We promote a culture focused on the firm's values – integrity, excellence and courage that provide opportunities to develop and progress your career.

What We Offer

At McCabe Curwood we provide a collaborative, open and friendly working environment where you can achieve the best in your personal and professional development.

We are small enough to give you the personal attention and career development to help you reach your full potential; yet large enough to provide the challenge of diverse, high-quality work and clients.

Other benefits include:

- Access to direct mentoring from senior lawyers of the firm
- A competitive salary commensurate with experience
- Health and wellbeing initiatives
- Learning and professional development programs; and
- Flexible work practices.

How to Apply

If you wish to become part of a busy and successful practice with a distinguished reputation, please email your cover letter and CV to recruitment@mccabecurwood.com.au.