



Berwin Leighton Paisner and Bryan Cave combined in 2018. The result? A global law firm with 1,400 lawyers across 32 offices in Europe, Asia, the Middle East and North America.

It's one of the biggest transatlantic mergers to date. Together, we're shaking up the legal space with our groundbreaking thought leadership, market-leading solutions and collaborative culture.

Join us as a legal apprentice and you'll work on the most complex legal matters, finding the kind of cutting-edge solutions that have seen us win a host of innovation awards. If you share our ambition, this is a truly rewarding future.

Based in the BCLP Manchester office, the purpose of this role is to support Paralegals and Lawyers with transactional work on a wide range of legal matters, which will include commercial property, corporate, commercial and litigation.

#### What's in it for you?

- Gain excellent legal skills without the expense of years of studying and earn a top market salary at the same time
- One day off every week on a consistent basis for you to focus on your studies and off-the-job learning
- Excellent networking opportunities eg. speaking at Westminster or presenting to local schools
- The opportunity to gain relevant apprenticeship and other qualifications
- For those apprentices who show great potential, the opportunity to ultimately qualify as a solicitor.

#### Key responsibilities

- Support Paralegals and Lawyers with legal tasks, matters and transactions
- Open files, review documents and produce reports for clients
- Prepare and process legal correspondence and documents
- Complete post-completion documentation, draft contracts and create Schedules of Leases
- Prepare Engrossments and other property-related documents
- Complete document reviews for different practice areas
- Ensure that all matter correspondence is correctly filed using case management and other filing systems
- Contribute proactively to the development of processes, continuous improvement activities and the growth of the Manchester office.

#### Skills and competencies

- Excellent verbal and written communication skills
- Strong IT skills including Microsoft Word and Excel
- Good organisational skills, attention to detail and prioritisation skills
- Enthusiastic, committed and proactive
- Understands the importance of confidentiality and diversity
- Strong 'can-do' attitude

[Click here](#) to find out more about our opportunities and apply.