

Contract Paralegal

Risk Management, London

About Winston Taylor

Shoulder to shoulder in your breakthrough moments.

Winston Taylor is a transatlantic law firm built for the businesses, people, and markets driving capital and innovation.

Whether you're leading the way, disrupting an industry, entering a new phase of growth, or launching a defining product—we're in the room with you. In the action. Sleeves rolled up.

Embedded in your business and sharing your ambition, we take the work personally. Shaping what we do and how we do it around your goals and needs, always one step ahead of the moment.

With a rich history spanning both sides of the Atlantic, we are present in the major commercial centers that matter to our clients: the U.S., the U.K., Europe, Latin America, and the Middle East. Combining scale with the speed clients demand, our defining capabilities include Major Litigation, Critical Transactions, Strategic IP, and Private Wealth.

Our team of over 1,400 lawyers works hand-in-hand across markets, sectors, practice areas, and client teams. All-in problem solvers, we bring the creativity to think differently, and the pragmatism to get things done when it counts the most.

We're fluent in your world, with deep legal experience, rich sector knowledge, and active networks. Because in your business's most critical moments, you don't just need legal know-how. You need people who are deeply part of your world and ahead of where it's going.

The opportunity for you

Position summary

Under the general direction of the General Counsel team, the Contract Paralegal's role is to streamline the Firm's legal procurement process in connection with the Firm's U.K. suppliers and to perform a variety of contract initiation and contract management services. The Contract Paralegal must be sufficiently confident to function as an independent professional on these matters.

In particular, we are looking for an enthusiastic individual who can focus on managing the lifecycle of the Firm's U.K. supplier contracts. The Contract Paralegal will report to the In-house Legal Counsel and Assistant General Counsel as well as interact with various Business Professional functions. The role is split into the implementation and maintenance of the Firm's bespoke contract management system and managing the supply chain contracts in the U.K.

Job title

Contract Paralegal

Recruiting manager

In-house Counsel

Department

Risk Management (General Counsel)

Working hours

Monday to Friday
(9:30 am–5:30 pm)

Working at least three days a week
from our offices.

Location

London

Perm/FTC

FTC

Salary

Competitive

Working pattern

We are committed to finding the right person for this role and are open to discussing flexible working patterns.

The opportunity for you

Position responsibilities

- Liaise with the relevant internal teams to promote the legal procurement process and use of the contract management system (High Q) as the firm's central repository.
- Assist with the onboarding of new third party suppliers, including the review of supplier questionnaires and supporting documentation.
- Collaborating closely with Information Security and Data Privacy teams to ensure potential suppliers comply with data protection, information security and any applicable regulatory requirements.
- Liaise with the legal team, Business Professional team representatives and any other relevant "in house" stakeholders to understand the key requirements and associated timelines for implementing, renewing and terminating supplier contracts.
- Provide practical advice on the operational aspects of the legal procurement process.
- Managing the upload of U.K. supplier records and contracts to the contract management system.
- Management and administration of the procurement matter intake mailbox and active matter tracker.
- Coordinate and delegate tasks to the relevant Business Professional teams to ensure deliverables for contracts are met.
- Be responsible for the ongoing maintenance of the contract management system, the contract lifecycle processes and intranet links.
- Work with various Business Professional teams to ensure that all current contracts for U.K. suppliers are identified and captured within the contract management system.
- Support the ongoing training programs for the Business Professional teams to ensure an ongoing consistency of application of the legal procurement disciplines and use of the contract management system.
- Assist with updating template(s) and supplier questionnaires in order to capture the relevant information for managing the legal procurement process.
- Assist with the ongoing development of the contract management system and the process for how the contract lifecycle is maintained, tracked and communicated to the relevant Business Professional teams (i.e. alerts for expiry/ renewal / extension dates / key change dates / notice triggers).
- Assist with new firm wide projects.

The opportunity for you

Experience, skills, and qualifications

The position requires a highly motivated, self-starter, who excels at managing a number of different tasks at the same time and is at ease interacting with senior management. The candidate will have good writing, communication and computer skills alongside excellent organizational skills and ideally, experience of establishing and/or managing a procurement process in a professional services environment entry.

The successful candidate should have a law degree from the U.K. (or commonwealth equivalent).

- Familiarity with commercial law.
- Ability to work independently.
- Excellent research skills.
- Ability to communicate effectively both orally and in writing.
- Excellent interpersonal skills.
- Strong judgment and ability to resolve issues effectively.
- Strong organizational skills; attention to detail.
- Strong IT/computer skills; knowledge of Microsoft Word, Excel and PowerPoint; Ability to master new/bespoke systems e.g. for internal document and matter management.
- iManage and HighQ experience is desirable.

Recruitment journey

Stage 1

Interview



Rob Fowler
Head of Talent
Acquisition & Strategy

- London
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- Rob.Fowler@winstontaylor.com



Hannah Jackson
Senior Recruitment
Manager

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Daniel Cheasley
Senior Recruitment
Advisor

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Stage 2

Interview two

Stage 3

Meet and greet
with some of
the team



Kendell Woods
Senior Recruitment
Advisor

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- Kendell.Woods@winstontaylor.com



Meg Vaughan-Irving
Recruitment Senior
Coordinator

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- Meg.Vaughan@winstontaylor.com



Lottie Williams
Onboarding Senior
Advisor

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- Lottie.Williams@winstontaylor.com

Stage 4

Induction

Stage 5

Ongoing
development

We are committed to making all stages of our recruitment process accessible to candidates with disabilities or long-term health conditions.

If you consider yourself to have a disability or long-term health condition, please feel free to be open about this at any point during the recruitment process. This will be dealt with in a confidential manner. If you are not sure what adjustments you require, we will work with you to establish the most suitable adjustments at each stage of the recruitment process.

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