

Generalist Paralegal

Paralegal Operations, Liverpool

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

Winston Taylor is seeking a highly motivated, detail-oriented, and proactive Generalist Paralegal to join our expanding Paralegal Operations team in Liverpool. We are looking for flexibility and agility to support across a number of practice areas.

Working alongside Partners, Associates, Knowledge Lawyers, Trainees and fellow Paralegals reporting to the Legal Operations Manager, you will be a key team player using your own initiative and organizational skills to meet key deadlines.

Job title

Generalist Paralegal

Recruiting manager

Legal Operations Manager

Department

Paralegal Operations

Working hours

Monday to Friday
(9:30 am–5:30 pm)

Working at least three days a week
from our offices.

Location

Liverpool

Perm/FTC

Permanent

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

- Providing flexible, administrative support and expertise to a range of matters for some of the world's leading businesses. You could be assisting with anything from a high-profile, complex deal to providing day-to-day support flexibly across a number of practice areas.
- Managing tasks received through the mailbox, project assistance, horizon scanning, proof reading, carrying out redactions, collating and preparing audit responses, bible creation and evidence gathering.
- Conducting legal research, document reviews, disclosure reviews, preparation of trial bundles, setting up and managing data rooms, Land Registry searches, Company searches, assisting with transaction document execution, drafting documentation, and maintaining trackers, amongst other tasks.

The opportunity for you

Experience, skills, and qualifications

- Have completed a Law degree (2:1 and above), PGDL or have previous Paralegal / CILEx experience.
- You will have excellent time management and organizational skills, with the ability to flex across a number of tasks to support business needs.
- Proven experience of working calmly under pressure, demonstrating the ability to prioritize work effectively, ensuring deadlines are met and stakeholder expectations are managed appropriately.
- You will have exceptional attention to detail, proactively identifying discrepancies and always striving to deliver work to the highest standard.
- Excellent written and verbal communication skills, you will have a professional approach demonstrating the ability to communicate clearly and concisely across multiple stakeholders' groups.
- You will be a committed team player whilst also having the ability to work independently.
- You will be a self-starter with a proactive and flexible attitude, taking ownership of your work from start to finish and supporting others when required.
- Proficient IT skills with experience across Microsoft office tools.
- Previous legal experience although not essential as full training will be given.
- A keen interest in AI / tech platforms.

Recruitment journey

Stage 1

Interview



Rob Fowler
Head of Talent
Acquisition & Strategy

- London
- +44 20 7300 4841
- Rob.Fowler@winstontaylor.com



Hannah Jackson
Senior Recruitment
Manager

- London
- +44 20 3077 7262
- Hannah.Jackson@winstontaylor.com



Daniel Cheasley
Senior Recruitment
Advisor

- London
- +44 20 7300 4965
- Daniel.Cheasley@winstontaylor.com

Stage 2

Interview two

Stage 3

Meet and greet
with some of
the team



Kendell Woods
Senior Recruitment
Advisor

- Liverpool
- +44 151 335 5192
- Kendell.Woods@winstontaylor.com



Meg Vaughan-Irving
Recruitment Senior
Coordinator

- Liverpool
- +44 151 335 5277
- Meg.Vaughan@winstontaylor.com



Lottie Williams
Onboarding Senior
Advisor

- Liverpool
- +44 151 335 5191
- 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.

Attorney advertising. The information contained herein is for educational and informational purposes only and is not intended to be and should not be construed as legal advice. Winston Taylor N.V. and WS SELAS are part of the Winston Taylor network as separate legal entities operating from its offices in the Netherlands and Belgium and France, respectively. Further information on Winston Taylor can be found on our regulatory page at: www.winstontaylor.com. Winston Taylor LLP Headquarters: 300 N. LaSalle Drive Chicago, IL 60654-3406. Phone: +1 (312) 558-5600.

