Paralegal

Paralegal Operations, Liverpool

WINSTON TAYLOR.

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

We are continuing to grow our Paralegal Operations team here in our award-winning Liverpool office. Come and join us and challenge expectation together.

Working as a Paralegal at Winston Taylor you will be an integral member of our partner-led teams. As a transatlantic law firm that serves the world's most innovative people and businesses you will have the opportunity to support some of the world's most dynamic sectors, including Real Estate, Life Sciences, Private Wealth and Technology, Media & Communications.

Job title

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

We have an exciting opportunity to support our Corporate practice area with flexibility and agility to support cross functionally.

Whatever practice area or specialism you support, your key responsibilities will be focused around providing administrative support and expertise to a range of matters for some of the world's leading businesses.

You could be assisting anything from a high-profile complex deal to providing day-to-day support including assisting with transaction document execution and post completion matters, conducting pre completion searches and Companies House filings, legal research, bible creation, preparing and rolling out ancillary documents, verifications, due diligence, setting up and managing data rooms and project work.

Working alongside partners, associates, knowledge lawyers, trainees and fellow paralegals, and reporting to the Legal Operations Manager, you will be a key team player, using your own initiative and organizational skills to achieve key deadlines.

A real eye for detail and a flexible and proactive approach is essential. You will be rewarded for your talents, your ideas, and your contribution; enjoying the flexibility to work in the best way for you and our clients.

The opportunity for you

Experience, skills, and qualifications

Essential

- Completed a Law degree (2:1 and above), GDL, or have previous relevant Paralegal / CILEx experience, with a particular interest in Corporate law.
- You will have impeccable attention to detail, proactively identifying discrepancies and always striving to deliver work to the highest standard.
- Excellent time management and organizational skills.
- 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 be a committed team player whilst also having the ability to work independently.
- Strong written and verbal communication skills, a professional approach demonstrating the ability to communicate clearly and concisely across multiple stakeholders' groups.
- 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.
- You must be flexible around working hours to ensure support is provided on cross-jurisdictional matters across different time zones, when the need arises.

Desirable

- Previous relevant 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 Adviser

- 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.

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