



## THREE CROWNS LLP

**ROLE PROFILE:** SENIOR PARALEGAL

**LOCATION:** LONDON

### Three Crowns overview

Three Crowns was founded in 2014 by specialist international arbitration advocates in the belief that international disputes call for focused advice and advocacy. The firm engages primarily in complex, high-value disputes, and counts among its clients many industry leaders and sovereign states. The firm has grown significantly in each of its offices – London, Paris, Washington, DC, and Singapore – and now comprises over 100 people, including 15 partners.

### The role

Our paralegals have an interest in international disputes and embrace the unique opportunity to work on ground-breaking international cases. They play a crucial role, providing vital support to fee earners on a daily basis, with case management, assistance with filings and hearings, legal research, document management and review.

Given the international nature of the firm, flexibility both in terms of hours and travel (including international) is vital.

Responsibilities will include:

**Case management:** Paralegals organise and maintain large electronic and paper case files. They are responsible for the underlying day-to-day aspects of the case through the implementation of procedures for maintaining materials/documents received from clients and indexing these materials or organising for their upload to the database, for eventual review by the associate team. Correspondence on disputes is managed in a similar way.

**Document review:** Paralegals work with lawyers and interns to conduct first level reviews with the second level review conducted by the associate team.

**Filings:** Paralegals assist with the written work of associates during the submission phases, ensuring styles are applied consistently across documents, conducting cite-checking and proofreading, and managing the collection and organisation of supporting documentation (including their indexing).

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**Hearings:** In addition to leading the logistical planning of the hearing (which typically involves negotiating contracts with transcribers; interpreters and hearing venues), paralegals work closely with other fee-earners on opening/closing presentations including being responsible for PowerPoint presentations. They also assist with preparation of cross-examination bundles, working closely with fee-earners throughout.

### Skills and knowledge

The paralegal will have worked as a paralegal or legal assistant at a leading international dispute resolution practice on high value, complex disputes – commercial litigation, international arbitrations (commercial or investment treaty / state to state) or PIL – with at least 5+ years' experience.

The paralegal will possess:

- An excellent academic background: educated to degree level and either have a law degree or have studied law in some other capacity.
- A proven interest in the law, international arbitration and/or dispute resolution.
- Excellent verbal and written English – additional language skills, such as French, Spanish or Arabic, would be an advantage.
- A team player attitude, with a clear appreciation of client service both internally and externally.
- Strong organization and time management skills, with the ability to work to strict deadlines and to prioritise competing demands.
- The ability to work with minimal supervision when required and provide proactive support to fee-earners. A self-starter with high levels of energy and drive.
- Professionalism and confidence in dealing with senior stakeholders including both partners and clients and with colleagues in other offices, including co-counsel.
- Integrity and discretion when handling confidential information.
- Proactivity, resourcefulness, and able to take the initiative where required.
- Excellent attention to detail and able to produce work to the highest standard of accuracy.



- The ability to see the big picture, and to remain calm under pressure while juggling multiple projects.
- Experience of complex diary management and scheduling. Can exercise judgement with regard to priorities/urgency and resolve conflicting appointments as needed.
- Technical proficiency in the use of the firm's software programs (including Word, Excel, PowerPoint, Outlook) and office equipment (such as printers, scanners, and photocopiers).
- Experience of undertaking research and document production. Specific knowledge of Westlaw, PLC or specific arbitration databases would be helpful. Experience of e-discovery or case management databases would be a plus.