



ROLE PROFILE

Job Title: Paralegal – Italian-Speaking (mother tongue)
Group: Shipping
Job Location: London
Contract Type: Permanent

The Firm

HFW is a sector focused global law firm. We have over 600 lawyers working across the Americas, Europe, the Middle East, Asia and Australia. We take a progressive approach to our roles in commercial business – thinking creatively and pragmatically to support our clients.

Whether we are solving complex issues within the construction, aviation or shipping industries, or providing advice across insurance, commodities and energy we are specialist lawyers here to add value to our clients. We think about the commercial solution first, and then underpin our advice with a solid foundation of legal expertise.

Our core values are being entrepreneurial, create and collaborative.

The Department

Our shipping lawyers provide a comprehensive service to the global maritime business community. We have over 200 lawyers and several Master Mariners worldwide, specialising in maritime law, reflecting our long involvement in this field. Our maritime lawyers have a sound understanding of how the market works across dry shipping, admiralty and crisis management, and transactional work. We represent the full spectrum of those involved in the industry, including shipowners and charterers, P&I Clubs, banks, international agencies, shipyards, marine insurance underwriters, governments and brokers.

The London shipping team are friendly and cohesive, creating a collegiate environment which extends to our global offices and across the other industry sectors we service.

The Role

This role is principally to support and assist an Italian-speaking partner who largely deals with Italian clients and proceedings. Tasks will involve Italian language communications and documents, therefore speaking and understanding fluent Italian is an essential part of this role.

There will be a particular emphasis on shipping, focusing primarily on disputes arising out of all types of contracts, including charterparties, bills of lading, shipbuilding, sale and purchase and sale of goods, as well as collisions, groundings, fire and explosion, total loss, salvage, general average, towage, offshore, limitation and hostile environments. This will involve legal research, document management, assisting with disclosure as well as administrative support to practice development.

Key Skills & Experience Required

- **Essential: Italian Speaking (mother tongue).**
- Law degree or GDL qualification.
- Strong academics – 2:2 at university and ideally BBB (minimum) at A-level or equivalent.
- Excellent organisational skills.
- Strong interpersonal skills including oral/written communications, influencing, diplomacy, flexibility, tenacity.
- Time management - able to work to tight deadlines, ensuring a high standard of accuracy, prioritising work between fee earners.
- Equally comfortable working in a team or independently.
- Strong IT skills
- General knowledge of legal and maritime terminology (desired)
- Previous law firm experience (desired).

Additional Information

Kindly note that this role profile is not contractual. It will be reviewed periodically and may be amended or altered to meet the needs of the firm.

HFW aims to ensure equality of opportunity and we are actively working towards improving the diversity of our staff. All applications will be considered only on merit and the applicant's suitability to meet the requirements of the role.

HFW collects and processes personal data relating to job applicants to manage its recruitment process. The firm is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. For information on how the firm will process your data, please see our Privacy Notice on our website [here](#), in the section "What we collect and how we use it".

March 2024