



CLARK HILL SOLICITORS



#JOB-2435898



CLARK HILL SOLICITORS, Investment

House, 8_34 Percy Place, Dublin 4, D04 P5K3



No of positions : 1



Paid Position



39 hours per week



35000.00 Euro Annually



27/02/2026



27/03/2026

How to apply

Application Method :

Not available



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Solicitor - Trainee Position

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Clark Hill Solicitors LLP is an international law firm with over 25 offices in the USA and Mexico. We are recruiting for a trainee solicitor to work in our Dublin office. A degree in law or in a discipline relevant to the practice of law and a post graduate degree in law are required.

Evidence of acceptance/enrolment onto Law Society course for Final Examination Part 1 (FE1) or evidence of having passed or sat the Final Examination Part 1 required. Prior experience of working in a US law firm desirable.

Job Description

Preparing/amending legal agreements including proof reading and formatting and ensuring absolute accuracy.

Conducting research on law, statute and case law and developments and preparing advice and memoranda for clients and solicitors within the firm.

Acting as a central point of contact for transaction management; maintaining and preparing document checklists, step plans and tracking the progress of live matters, ensuring files are saved to firm's electronic management system and comply with firm procedures.

Attending meetings and calls with clients and solicitors for opposing party; preparing attendance notes, action lists and preparing follow up correspondence.

Assisting in the preparation of documents required for litigation, management of discovery /disclosure materials; attendance at court with solicitors and counsel preparing memoranda of attendances; attending court office and issue of appearances, proceedings and applications. Assisting with the preparation and swearing of affidavits and exhibits.

Management of data rooms, uploading documents and data into data rooms.

Preparing legal due diligence reports, assisting with preparing and amending confidentiality agreements, letters of intent, heads of agreement, share purchase /asset purchase agreements, tax deeds, disclosure letters, completion board minutes and deliverables.

Conducting searches at the CRO, preparing CRO filings including SAP documents.

Investigating title to land, conducting searches; review and amendment of leases of land and buildings, filings in the Land Registry and Registry of Deeds and assisting with the firm's property

transactions.

Preparing social media posts on matters of legal interest; promoting the firm at the firm's client events.

Assisting lawyers from the US offices of the firm with client enquiries relating to EU and UK law and preparing memoranda of advice.

- **Sector:** professional, scientific and technical activities

Career Level

- Not Required