

REAL ESTATE PARALEGAL NEEDED TO JOIN OUR FAMILY



Profile

If you're hard-working, out-going and a good team player, we'd love to hear from you.

Essential knowledge areas

In-depth knowledge of:

- Residential property experience.
- Prior dealing with shared ownership leases, Housing Associations and Help to Buy is preferable.

Role Responsibilities:

- Uploading site packs to online datarooms, and thereafter updating and administrating the datarooms.
- Compose clear and concise day to day correspondence (telephone, emails and letter) with seller clients and buyer lawyers.
- Replying to enquiries raised by buyer lawyers (pre-exchange and post-completion), liaising with appropriate development lawyers on difficult enquiries.
- Preparing engrossment contract documentation; you will not need to deal with substantive drafting but you should have an understanding of the documentation and be able to deal with minor amendments and enquiries thereupon and liaise with more senior lawyers on substantive amendments.
- Dealing with exchange of contracts, completion of plot sales transfers and leases and dealing with ancillary documents (e.g. management company and service charge).
- Providing a professional and proactive service to clients, to include updating trackers (in the form, manner and timescales prescribed by them) and occasional client meetings and training.
- Working collaboratively with team members, so that team absence can be handled seamlessly without affecting clients, and ensuring that the applicable relationship minder is kept broadly apprised of progress and any issues .
- Time recording and billing, including reviewing monthly accounts reports and matters budgets and discussing with the client relationship minder where it might be appropriate to request fee increase
- Preparing completion statements.
- Attend and participate in marketing events hosted for clients as required.
- Market EMW and the full range of services it offers so far as is possible during events or whilst networking.

Team

Real Estate - Plot Sales

Reporting to

Stephen Kay (Principal)

Location

Milton Keynes

Benefits

- 23 days holiday
- 4% employer pension contribution
- BUPA Private Health (on completion of 6 months service)
- Employee Assistance Programme
- Income Protection Scheme
- Death in Service Benefits
- Perkbox/Benefits Hub

Equal Opportunities

The firm is an Equal Opportunities Employer and is committed to the implementation and maintenance of employment and recruitment practices which will ensure that no potential or current employee or trainee, is treated less favourably on the grounds of age, disability, gender, marital status, race, nationality, colour or any other aspects unrelated to their current and potential skills, aptitudes and abilities.

Key Skills:

- Professional Legal Qualification (CILEX/Law Degree/Paralegal) – desirable but not essential.
- Residential Property experience
- Intermediate to advanced IT and online systems ability (Microsoft Office, legal industry specific document management systems, online portals / datarooms etc.)
- Commercial, practical and financial awareness
- Confidence and ability to communicate at senior levels
- Excellent academics and strong ambition for career development
- Excellent interpersonal and marketing skills with the ability to develop contacts for the team and the firm
- Team player able to fit into a friendly, busy team
- Negotiation skills
- Organisational ability