

REAL ESTATE PARALEGAL NEEDED TO JOIN OUR FAMILY



Profile

If you're a hard-working, out-going and a good team player with experience of working in a city or medium/large provincial practice, we'd love to hear from you.

Desirable:

- Variety of general residential & commercial property experience
- Bridging finance – acting for both lenders & borrowers.
- Advising on and drafting new leases and lease renewals

Key Skills:

- Professional Legal Qualification or working towards (CILEX/Law Degree/Paralegal)
- Commercial and Residential Property experience
- Commercial, practical and financial awareness
- Confidence and ability to communicate at senior levels
- 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 and Organisational skills
- Good experience with managing client caseloads.
- Confidently produce legal documents and correspondence as provided by team.
- High Level of knowledge of the conveyancing procedure and CQS Scheme.
- Ability to work under pressure and to tight deadlines when completion deals are at their peak.
- Confidently manage accounts and money laundering duties associated with client files.
- Ability to respect confidentiality of all work.

Familiar with:

- Microsoft Applications (Word, Excel, Outlook, Access).
- Oyez / Laser Forms.
- Track change features in Word or other document comparison packages.
- General Accounts, Solicitor's Accounts Rules and Money Laundering Procedures.
- Online Land Registry searches and obtaining official copies.
- Companies House searches.
- Online HMRC stamp duty facilities.
- Property searches using agents.
- Indemnity Policy requests.

Team

Real Estate

Reporting to

Mark Jacob (Legal Director)

Location

London

Benefits

- 23 days holiday
- 4% pension contributions
- 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.