



JOB DESCRIPTION

Paralegal



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Position	Paralegal
Department	Residential Property
Reporting to	Team Leader
Office	London

Overall Purpose

Within this key role in the Residential Property team, you will work closely with clients, mortgage providers, estate agents, other Solicitors and third parties. You will ensure an efficient and trouble-free experience for clients who are buying, selling, transferring and remortgage their homes.

Main Tasks

- » To assist the fee-earners on all transaction types by
 - » Providing estimates
 - » Preparing draft Contract documentation
 - » Carrying out searches
 - » Reporting on search results and mortgage offers
 - » Dealing with enquiries on all types of transaction
 - » Dealing with all required pre-completion tasks
 - » Handling completions
 - » Dealing with registrations
 - » General file administration
- » To deal with clients, mortgagees, estate agents, brokers, other Solicitors and third parties by phone, in person and by correspondence as necessary to ensure smooth progression of transactions, to keep them updated of all progress/changes within each transaction and at all times to ensure the provision of exceptional client care and service delivery.
- » Liaising with the Accounts Department.
- » Drafting letters and preparing legal documents as required
- » Any other duties that may be required by the fee-earner and Team Leader

This job description is not a definitive list or exhaustive list of responsibilities but identifies the key responsibilities.

Job Specification

	Essential	Desirable
Education Qualifications	Educated to 'A' level standard	
Experience	At least two - three years' experience in a conveyancing role	
Personal Attributes	Well organised To have good time management skills Can use own initiative Prioritise in a manner that is beneficial to the client and the Firm Motivated to provide excellent client care and service delivery	
Competencies	Excellent IT skills with adaptability to learn new systems Be adaptable to new working practices Good communication both verbally and written Works well in a team	
Other Factors	IT literate	

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