

A law firm with a modern twist!

This is an exciting opportunity for a conveyancing paralegal to join a driven team of residential property specialists at a modern law firm.

We are a people-focused business looking for those who want to develop individually whilst taking part in helping the company to develop and evolve, somebody who wants to make a difference! Our ethos is to create an interesting, vibrant, and engaging place for people to work, along with a friendly, fun social aspect as well.

We believe in giving people the opportunity to progress and would love to help your career grow!

You will experience:

A competitive salary

Rewards for your efforts

A team environment

Continuous professional development

An environment where your opinion counts

Key Tasks & Responsibilities:

Opening, logging and distribution of DX and Royal Mail post

General admin duties

Liaising with various conveyancing team members

Obtaining copy title documents

Dealing with searches

Good communication skills and demonstrate an appreciation for managing stakeholders' expectations.

Be prepared to be challenged with a target for undertaking tasks.

Demonstrate an ability to explain the difference briefly and generally between Freehold and Leasehold.

Understand the importance of lender requirements under the CML for each lender and the need to be organized.

Understand the importance of tasks to be able to priorities them such as sending out Draft Contracts, requesting redemption statements, Management Packs and checking documents completed by our clients are correct on a sale.

Have a brief understanding of what is required on a basic freehold purchase, where to find things on a copy of a title and what the importance of the entries are.

What enquiries need to be raised because of the entries.

What searches should be undertaken and what they would reveal.

A basic grasp of Land Law to understand how new build works and exposure to Help to Buy funded purchases would be extremely useful.

Preparing contract packs; providing regular updates to clients and introducers

Helping to progress matters from instruction to completion

Responding to clients, introducers and others contacting the company

Dealing with Clients on Reception (on occasion) – Sidcup Office only

Such other tasks as requested from time to time to help the general work of the company.

Salary: Available on Request

Benefits:

Company events

Sick pay

Schedule:

Monday to Friday

COVID-19 considerations:

We are keeping our staff safe by having a rota for staff to be in the office.

Experience:

Conveyancing: 2 years (Required)

Work remotely: No (York Office)

If your skillset matches our job description, send us an email with your CV attached to iwouldlovetowork@rglaw.co.uk