

Job description

Residential Property – Paralegals (permanent)

The roles

Due to expansion, the team has a fantastic opportunity for two new paralegal roles within the [Residential Property](#) team.

The successful candidates will ideally have a law degree or significant experience in a residential property setting and be confident in assistant fee earners.

The team

Our team is recognised throughout the Chilterns, Home Counties and Thames Valley as a leading provider of high quality legal services. We work with a broad range of clients for first-time buyers through to high net worth portfolio clients.

Our team is located across 3 of our offices - Amersham, High Wycombe and Marlow.

Key experience

You should have excellent IT (including data inputting) and organisational skills to have the ability to assist a fee earner or multiple fee earners. You should have experience in amending and collating letters, communicating with clients, third parties and colleagues by email, in person and on the telephone. Knowledge of anti-money laundering and client due diligence procedures is preferable, along with being numerically confident.

Further Details – Experience & Skills

- Assisting the onboarding team
- Experience of using a case management system
- Supporting the team on a day-to-day basis including client calls, emails and in person meetings
- Compiling your own written communications
- Drafting documentation as required
- Excellent attention to detail
- Knowledge of Solicitors Accounts Rules and working with client ledgers
- Assisting the Completions Manager and post completion tasks

Salary dependant on PQE to be discussed at interview.

NB: This job description is not to be regarded as exhaustive. There may be other duties and requirements associated with the position and in addition, as a term of employment, staff may be required to undertake other duties as may reasonably be required of them. They may also, from time to time, be required to use their cars on firm's business.