

## **Job description: Commercial Property Paralegal**

### **Main purpose of job**

1. To provide cost effective support to the fee earners in the team in the work of the department.
2. To provide general administrative support to the BHW office.

### **Key tasks (not an exhaustive list)**

1. Undertake certain elements of fee earning work under supervision. In particular:
  - file creation and client care correspondence;
  - attending meetings and taking notes;
  - obtaining title documents;
  - submitting searches;
  - preparing Stamp Duty forms;
  - preparing completion statements and invoices;
  - preparing all necessary accounts forms and understanding client ledgers;
  - preparing Land Registry applications and dealing with requisitions;
  - producing first drafts of contracts, transfer deeds and leases (with fee earner guidance);
  - producing replies to Commercial Property Standard Enquiries;
  - dealing with pre-completion requisitions;
  - file closing and managing deed storage;
  - making and receiving telephone calls, and dealing with basic telephone enquiries;
  - administrative duties including photocopying, scanning, filing, door answering and letter writing;
  - ensuring meeting rooms are set up and cleared before and after meetings;
  - attending and participating in departmental meetings
2. The jobholder is not designated as a matter handler for file review purposes and does not therefore have his / her own file caseload.
3. Deal wherever possible with routine client enquiries and communications.
4. Manage the collation of matter start and matter completion data.

5. Deputise for fee earners in their absence, passing urgent issues to another fee earner for guidance.
6. Co-ordination of the key dates reminder system as outlined in the Manual.
7. Ensuring that client matter files are kept up to date with correspondence and documents
8. Shared general administrative duties undertaken with other paralegals on a rota basis including:
  - Opening and sorting incoming post
  - Franking external post

### **Personal Specification**

- Must have at least 3 years' experience as a commercial property paralegal;
- Must have experience with the Land Registry portal and SDLT online;
- Enthusiastic;
- Hardworking and can demonstrate initiative;
- Organised;
- The ability to complete assigned tasks effectively and promptly;
- A cheerful personality;
- Adaptable and accommodating;
- A smart and tidy appearance;
- Good attention to detail;
- IT competent, particularly with reference to the use of Word and Excel.