

Paralegal

Department: Legal

Reporting to: Team Leader

The Company

We are a commercially minded, dynamic and entrepreneurial business maintaining the highest level of integrity in all our working relationships. We offer specialist conveyancing services focused on transparency, innovation and reliability through service excellence, and friendly assistance for clients and referrers looking for advice.

The Partnership was one of the first Alternative Business Structures (ABS) and we are regulated by the Council of Licensed Conveyancers. We are one of the very few ABS's to employ qualified solicitors who are individually regulated by the Solicitors Regulation Authority.

We have enjoyed, and are continuing to enjoy, huge growth driven by our talented employees; who are passionate and willing to go that extra mile to give fantastic service. The ideal individual will want to be part of our success, want to make a difference by bringing exciting ideas and aspire to develop themselves. The common thread amongst all Partnership staff is a commitment to exceed client expectations and ensure that we continue to provide the best service on the market. As we continue to grow our business, it is vital that we ensure our clients are happy all the way through the transaction. This means dealing with clients, lenders and other lawyers, to make sure everything is ready for moving day.

Our people are chosen very carefully not only for their experience, but also for their natural ability in encouraging and supporting their colleagues; with an innate desire to do the best that they can. They take pride in everything they do and in what we stand for. We promote a harmonious working environment and place emphasis on having fun whilst working hard.

What we are looking from you

- Cheerful and friendly with a calm and professional disposition
- Self-motivated and enthusiastic
- Strong attention to detail and a commitment to high-quality work
- Ability to work well in a fast-paced team environment
- Exceptional organisational and time management capabilities
- Ability to handle high-pressure situations, meet tight deadlines and make sound decisions.
- Able to respond effectively to changing priorities
- Good analytical and problem-solving skills - ability to think "*out of the box*"; we want people who look to continuously improve the way things can be done and find solutions
- Confident with IT systems
- Excellent communication and interpersonal skills

Benefits

- 23 days' holiday per annum (plus 3 allocated days at Christmas)
- Pension Scheme contributions
- BUPA Cash Plan benefits
- Eye test vouchers
- Yearly flu vaccine voucher
- Cycle to Work Scheme
- Home&Tech scheme
- Discounted gym membership
- Access to a wide range of retailer discounts
- Employee referral scheme (£1000 for each successful referral)
- Social events arranged regularly
- Free selected breakfasts, drinks, and fresh fruit to keep you going throughout the day!

The Role

Our Paralegals assist our Legal Team in managing property transactions, providing support to the lawyers and Solicitors, and ensuring compliance with relevant laws and regulations. This role requires strong organisational skills, attention to detail, and the ability to communicate effectively with clients and stakeholders.

Key Responsibilities:

- Assist in the preparation and processing of conveyancing documents, including contracts, transfers, and lease agreements.
- Conduct property searches and due diligence to identify potential issues.
- Liaise with clients, estate agents, mortgage lenders, and other parties involved in property transactions.
- Maintain and organise case files, ensuring all documentation is accurate and up to date.
- Manage deadlines and track the progress of transactions to ensure timely completion.
- Prepare reports and correspondence related to property transactions.
- Support the team in responding to client inquiries and providing excellent customer service.
- Stay current with relevant property laws and industry practices.
- Ensure all client files and STOPS are accurately maintained and up to date including all telephone calls in and out
- Deal with all telephone calls in a friendly, polite, competent and efficient manner
- Ensure all information is communicated accurately and in a timely fashion.
- Proactively assist your Lawyer/Solicitor to build and maintain client and agent referrer relationship
- Be fully aware of client matters to be able to inform the client and agent of the stage reached

Progression

We won't stop you from being ambitious or wanting to develop yourself, in fact we encourage it. If you want to advance your career, The Partnership will help you do that. We want exceptional candidates who grow with us and who want to be a part of our future.