



THACKRAY WILLIAMS JOB DESCRIPTION

Job Title: Paralegal – Commercial Property

Responsible to: Department Head

Hours: Full Time

Location: Bromley

About the Role

This is an exciting opportunity for an ambitious and proactive Paralegal to join our highly regarded Commercial Property team. The role offers significant client exposure and responsibility within a busy and fast-paced environment, providing an excellent platform for career development.

Our Commercial Property Team is a strategically important part of the firm with an established reputation for delivering high-quality legal advice and exceptional client service.

The successful candidate will have previous experience within a Commercial Property department and be able to quickly integrate into a busy team environment. They will support fee earners across a broad range of commercial property transactions, helping to manage matters from initial instruction through to completion and post-completion.

Summary of the Role

The successful candidate will provide legal support to the Commercial Property team and, where appropriate, will have the opportunity to manage their own caseload under supervision.

For candidates demonstrating the necessary aptitude, commitment and performance, there may be future opportunities for further development and consideration for a training contract.

Key Responsibilities

Document Drafting

Preparing and assisting with the drafting of a range of commercial property documents, including:

- Replies to Commercial Property Standard Enquiries (CPSEs)
- Licences to Alter
- Rent Deposit Deeds
- Contracting Out documentation
- Transfer Deeds



- Completion Undertakings
- Completion Statements
- Financial Statements
- SDLT Returns
- Land Registry applications and forms
- Deeds of Assignment
- Licences to Assign
- Supplemental and ancillary commercial property documents
- Other transaction-related documentation as required

Legal Due Diligence

- Reviewing title documentation
- Reviewing search results and planning documentation
- Identifying key title and property issues
- Assisting with and preparing Reports on Title
- Supporting fee earners with transactional due diligence

Matter Management

- Assisting fee earners throughout all stages of transactions
- Liaising with clients, solicitors, agents, lenders and other third parties
- Progressing matters proactively and efficiently
- Monitoring transaction timetables and key deadlines
- Managing post-completion requirements, including SDLT submissions and Land Registry applications

Client Relationship Management

- Developing strong working relationships with clients and professional contacts
- Providing excellent client service at all times
- Maintaining and updating client information on the firm's systems
- Supporting the team's business development initiatives where appropriate

Team Responsibilities

In addition to supporting individual fee earners, the successful candidate will contribute to the wider effectiveness of the department by:

- Assisting colleagues during peak workloads
- Handling telephone calls for colleagues when necessary
- Collaborating effectively with other legal and business support teams
- Contributing positively to the team's culture and success



Essential Requirements

- Experience working as a Paralegal within a Commercial Property department
- Good understanding of commercial property transactions and processes
- Experience drafting ancillary commercial property documentation
- Ability to manage competing priorities and meet deadlines
- Strong organisational skills and attention to detail
- Strong client care and interpersonal skills
- Proactive and solution-focused approach
- Calm and effective under pressure

Technical Skills

- Proficient in Microsoft Word, Outlook, Excel and PowerPoint
- Experience using DocuSign and legal case management systems
- Confident using legal research and online property search tools
- Strong administrative and document management skills

Personal Attributes

We are looking for someone who demonstrates the values and behaviours expected across the firm, including:

- A desire to learn, develop and take on additional responsibilities
- Honesty, integrity and professionalism
- Strong teamwork and willingness to support colleagues
- A proactive and solutions-focused mindset
- High standards of accuracy and attention to detail
- Commitment to continuous improvement and excellence

What We Offer

- High-quality commercial property work
- Direct client exposure and responsibility
- A supportive and collaborative team environment
- Ongoing training and professional development
- Structured Career Pathway for Paralegals including support and sponsorship opportunities for Cilex exams
- Consideration for a future training contract for the right candidate