Job Description - Paralegal – New Build

Job Title:	Paralegal – New Build Team
Responsible to:	Department Head
Hours:	Full Time
Location:	Bromley

We are looking for an enthusiastic and conscientious Paralegal to join our Residential New Build Team. This position is ideal for someone with experience in residential property law. This is an exciting opportunity to excel in a client facing and administratively intense role within a firm that actively strives to be the best in industry and is committed to the development of its people. Our Real Estate Team is a strategically important arm of Thackray Williams with an established and well-regarded reputation. Our conveyancers have ambitious targets and will rely on their paralegals to help manage matters from the initial enquiry all the way through to post completion.

The successful candidate will be supporting conveyancers in the New Build Team and assist them in preparing files for exchange and completion. They will take an active interest in and obtain a thorough understanding of all aspects of client requirements to provide exceptional service levels to both the conveyancers and clients.

Communication is a key part of the role and the successful candidate will be heavily involved in dealing with calls and emails with clients.

Responsibilities

- Prioritise incoming calls and emails
- Assisting clients with enquiries and providing updates
- Maintaining accurate case management records and documentation
- Supporting conveyancers in all aspects of their role as required
- Carrying out AML and source of funds checks
- Dealing with new enquiries and providing quotes
- Reviewing mortgage offers and drafting a report to the client
- Taking instructions from clients to exchange contracts
- Preparing a matter for completion, including requesting the mortgage funds, submitting searches, preparing a completion statement
- Preparing bills

Person Specification

- Previous Paralegal/Legal Secretarial experience within Residential Conveyancing
- Good knowledge of Microsoft Word, Outlook and Excel
- Excellent communication and organisational skills
- Experience of building and maintaining internal and external client relationships
- Effective ability to prioritise workloads
- Exceptional attention to detail
- A team player and ‘can-do’ attitude

- Able to work autonomously on tasks whilst remaining a key member of the team
- Able to remain calm under pressure and work to tight deadlines
- Have a positive approach to daily tasks and have a solution focussed working method

Personal attributes required in line with the firm's core competencies

The firm has a comprehensive set of core competencies that represent the behaviours we require from all staff within the firm. Incorporated within this framework are our core values of;

- Honesty and integrity
- Open to change
- Pursuit of excellence
- Support of others

The core values are central to the ethics of our firm and must be displayed to the highest level at all times. The individual core competencies for this role are aligned to those expected of a Paralegal in the core competency framework.

Hours

Normal working hours are 9am to 5.30pm. Staff will be expected to be flexible and to arrive earlier and stay later when the job or business requires. There may be an opportunity to work alternative hours upon request, dependent upon this meeting with the business needs.