

Available vacancy: Paralegal- Residential Conveyancing

Term: Full - Time

We are:

A leading law firm in Bromley, on the South London/Kent border. Established in 1889, we've come a long way and today we are a modern, progressive firm in a state of continual growth.

With teams specialising in the major areas of law we have a loyal client base which is ever growing.

We understand the importance of our people; the practice has been accredited by Investors in People since 2005, which is recognised across the world as a mark of excellence in 'putting people first'. The practice also ranks as a Legal 500 firm, is listed in the reputable Chambers Guides, is Lexcel accredited and a member of the Law Society's Conveyancing Quality Scheme and Wills & Inheritance Quality Scheme. To top all of that, we have also received accreditation for our staff engagement levels with a place in the Best Companies 'Ones to Watch' list.

You are :

A professional and friendly individual with the ability to meet deadlines and work under pressure whilst being organized, methodical and accurate.

You have:

- Educated to GCSE A-C grade standard in Maths and English (or equivalent)
- Qualified Law degree and Legal Practice Course (desirable)
- Experience of working in a similar conveyancing role
- Overview of residential conveyancing processes and terminology
- Ability to work under pressure and to deadlines
- Ability to work without close supervision
- Ability to work effectively as part of a team
- Good communication skills both verbally and in writing
- IT literate including good working knowledge of Microsoft Office Applications
- Ability to think ahead and use initiative
- Ability to communicate courteously in a clear and concise manner with both clients and colleagues
- A polite, friendly and confident telephone manner

- Excellent time management skills
- Conscientious and common sense approach to work
- High levels of accuracy and good attention to detail

Other

Must have a flexible attitude to work and time

Tidy personal appearance

Interest in progressing a career in this area of work

You will:

Work in a friendly and supportive team with a manager who takes a real interest in your development and fosters a supportive and ambitious working environment.

There is a real sense of team spirit and everybody is helpful and friendly, with direct support offered by the legal secretaries and legal assistants.

KEY TASK AREAS

To undertake the following under the supervision of a qualified solicitor:

- To undertake introductory meetings and telephone contact with prospective clients, providing them with information about our services
- To carry out pre and post-exchange processes, for example drafting documents, undertaking searches, completing registrations, issuing documents to relevant parties, producing financial statements and typing reports
- To liaise effectively with all parties to the process e.g. clients, agents, mortgage brokers, lenders, local authorities, Land Registry

In addition:

- To undertake file maintenance including opening, closing and updating of case files
- To undertake own administration in an efficient and effective manner
- To provide clients with assistance both in person and on the telephone and to provide such support in a professional and friendly manner in keeping with the firm's client care standards
- To undertake the relevant anti-money laundering checks with new clients
- To produce timely and accurate bills
- To complete transactions in a timely and accurate manner
- To adhere to company standards, policies and procedures at all times
- To contribute positively to departmental and firm-wide activities
- To undertake relevant training as required

If your application is unsuccessful we may keep your personal data on file for up to 12 months. We recommend that you read our Job Applicant Privacy Policy which you can find on our website.

Judge & Priestley is committed to equality of opportunity and welcomes applications from all sections of the community.

We will offer an automatic interview to candidates who meet the minimum requirements for the role and have a disability under the Equality Act 2010. Please call our HR department on 0208 290 0333 if you believe that this applies to you.

Please note that upon acceptance of an offer of employment all successful applicants are required to undergo a Basic Disclosure for unspent convictions.

Please email CV to recruitment@judge-priestley.co.uk to apply or for further information.