



Available vacancy: Paralegal- Residential Conveyancing

Term: Full – Time

Location: Beckenham office

We are:

A leading law firm in Bromley, on the South London/Kent border. Established for over 125 years and today Judge & Priestley is a modern, progressive firm providing constructive and effective legal advice to meet our clients' requirements.

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.

You are:

A bright individual who understands the importance of client care and is well and truly committed to delivering a great service. You enjoy working in a busy team and in dealing with post-exchange and completion matters and have the ability to juggle a busy workload and work to tight deadlines. You're naturally organised and can prioritise effectively.

Your main aim is to deliver a great service in a timely manner with a helpful attitude conveyed to your colleagues and our clients.

You have:

- At least 2 years' experience of working with post-exchange and post-completion as a paralegal within a busy Residential Property department.
- Strong administration skills.
- Strong Microsoft Office skills.
- Strong written and verbal skills.

It would be helpful if you have completed some Ilex training or have a law degree, but this is not essential and experience is more important.

You will:

Work in our open-plan offices with friendly and helpful colleagues, working heavily on post-exchange and post-completion matters, such as sending out all the appropriate exchange letters, drafting completion statements, carrying out priority and bankruptcy searches,

ordering mortgage money, ordering redemption figures, ensuring clients sign any relevant documentation ie, Transfers and Mortgage Deeds, liaising with clients when necessary and keeping them updated on progress, up to the completion day, serving relevant notices on Leasehold matters, completing and submitting SDLT returns and preparing and submitting Land Registry applications.

You will be very busy so it is important that you enjoy the buzz of fast-paced work.

To apply, please send your CV together with a cover letter explaining why you'd be perfect for this role.

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

We regret that we may not be able to respond to all applicants if large volumes of applications are received. If you have not received a response within two weeks of applying, please assume your application has not been successful and accept our apologies for not providing a personal response.

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 jprecruitment@judge-priestley.co.uk to apply or for further information.