

EMPLOYEE JOB DESCRIPTION

Job title: Paralegal
Department: Residential Conveyancing
Position: Full Time

Job Summary:

The role is to provide paralegal support to Conveyancing team in the Windermere office

Key Tasks:

- Managing task list in an efficient and organised manner and assisting with the fee earner's task list and carrying out tasks as delegated
- Resolving clients' queries through face to face contact, on the telephone, by email or in writing in a professional and friendly manner at all times in keeping with excellent standards of client care
- Submitting property searches, drafting contracts, transfer deeds and other conveyancing forms, deeds and documents as required.
- Balancing ledgers and files, preparing completion statements and investigating and resolving anomalies and discrepancies
- Maintaining efficient filing systems including opening, updating, closing, storage and retrieval of client files in accordance with the firm's procedures
- Maintaining up to date caseload management records and file review records to assist with the efficient running of the department.
- Assisting with post exchange and post completion correspondence and formalities including dealing with Land Registry applications and Stamp Duty Land Tax Returns
- Scanning and copying documents and preparing mail and enclosures for dispatch.
- Providing general assistance within the department as required

The above list is not exhaustive and other tasks within the scope of the post and capabilities of the post holder may be allocated from time to time. Full training will be provided and all allocated tasks will be supervised and checked.

Vacancy
Residential Property Department
Paralegal
Windermere Office

Temple Heelis is recruiting a paralegal to join its Residential Property team based at our Windermere Office.

The firm itself can trace its history back to 1822 and one former partner of the firm, William Heelis, married Beatrix Potter. The firm has built up a loyal client base across the South Lakes region. The firm prides itself on our service to clients which is delivered by a collegiate approach involving all members of staff.

Working in the Residential Property department, the candidate will provide support and assistance to the team in order to ensure the highest levels of service are provided.

We are looking for an enthusiastic and motivated individual who is keen to learn. No previous experience working in the legal sector is required for the role.

The role will involve:

- Assisting the solicitors and trainees in the department
- Assisting in the drafting of legal documents
- Communicating with clients in person, over the telephone, by email and post
- Legal research

This role offers qualifying work experience for the purposes of the Solicitors Qualifying Exam. Opportunities for the traditional Training Contract route to qualification may also be available.

Salary: Competitive

Please see full job description attached.

Please apply to Emma Rawlinson with a CV and covering letter to careers@templeheelis.co.uk