

<https://giaconsultancy.co.uk/job/commercial-property-paralegal/>

Commercial Property Paralegal

Description

My Leeds based, full service law firm client is continuing its growth and expansion by the appointment of an experienced Commercial Property Paralegal.

Candidates must have a proven track record in Real Estate or Commercial Property with at least 18 months in a similar role.

Duties and responsibilities include:

- Manage all client work allocated by Supervisor in accordance with department procedures.
- Deal with client correspondence/enquiries via post/telephone/email as appropriate.
- Draft and amend appropriate legal documents.
- Provide advice and guidance to clients ensuring that the client is regularly kept informed of progress and costs.
- Ensure Stamp Duty Land Tax obligations and Land Registry requirements are met.
- Maintain an accurate and up to date filing system.
- File opening and closing in preparation for archiving.
- Prioritise own workload and inform fee earner of any deadlines that will not be met.
- Assist other fee earners within the department as required.
- Ensure that personal objectives are reviewed and met.
- Ensure that regular reviews of live matter reports, outstanding bills, debtors, WIP, client balances are carried out and any issues reported to Supervisor or Department Head.
- Develop a good relationship with existing and potential clients ensuring that a high standard of client care is exercised at all times.
- Ensure that relevant training is carried out and keep up to date with relevant legislation and practice.
- Ensure all work is carried out in accordance with SRA Regulations.
- Participate in the firm's appraisal system.
- Carry out duties and responsibilities with due regard to the firm's Equality & Diversity Policy.

This is an office-based role (Leeds city centre) and requires the following skills and experience:

- Law degree or GDL – desirable
- 18 months + work experience in a similar role within Real Estate or Commercial Property
- Previous office administration experience
- Knowledge or experience using case management systems and databases.
- Excellent IT skills including Microsoft Word, Excel, and Outlook – essential
- Numerate – essential
- High standards of accuracy with attention to detail
- Ability to adapt to change/Flexible approach.

Hiring organization

Gia Consultancy

Employment Type

Full-time, Permanent

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

Legal

Job Location

Leeds

Working Hours

Full time, Monday to Friday

Base Salary

£ 26000 - £ 28000

Date posted

July 15, 2025

Valid through

12.08.2025

- Eye for presentation of documents
- Prioritisation and organisational skills
- Good written and verbal skills, able to communicate at all levels.
- Ability to work to strict deadlines – essential.
- Commercial awareness

The rewards:

- Competitive salary
- 25 days holiday (increases with service) plus bank holidays
- Ongoing development and career progression
- Contributory pension scheme (after qualifying period)
- Life assurance (after qualifying period)
- Private healthcare (after qualifying period)
- Season ticket loan.
- Enhanced maternity and paternity benefits after 2 years' service
- Various incentives and rewards
- Free refreshments

Applications are currently being considered so apply today!!