

<https://giaconsultancy.co.uk/job/legal-executive-commercial-property-english-law/>

Legal Executive – Commercial Property – English Law

Description

Are you an experienced Legal Executive with a proven track record in managing cases under English Law within Real Estate? My Edinburgh based client is one of the leading independent firms in the city and offer an exciting opportunity to join the Real Estate team.

Responsibilities

Day to day duties include:

- Managing your workload competently, professionally and cost effectively with appropriate supervision to achieve client satisfactory and firm objectives.
- Being pro-active in the financial control of all your own matters including accurate time recording and prompt feeing.
- Dealing with English real estate transactions on property finance transactions on behalf of lenders and liaising with borrowers solicitors to achieve completion.
- Examining English real estate title documentation and report to client.
- Negotiating basic leases, licences and ancillary documentation in Landlord and Tenant matters.
- Managing a varied workload for key clients, including SIPP providers, high street lenders, property companies and institutional property funds.
- Being an excellent team player, contributing to the work of other members of the team.
- Supporting your team/division in document production.
- Actively contributing to the forum for the exchange of technical knowledge within your team/division.
- Dealing with, and assisting the team with, registration of documentation and any ancillary issues.
- Primarily commercial real estate, but with occasional residential transactions.

Qualifications

To be successfully appointed to this post the Legal Executive will be able to demonstrate the following:

- You will have at least two years' experience working as an English Legal Executive
- Ilex A level standard
- You have excellent communication skills, you are articulate, you communicate clearly, concisely and without any jargon.
- You enjoy working within a team and autonomously on your own initiative.
- You are personable and good at building and developing client relationships.
- You are confident and you have a strong belief in yourself and your own ability.
- You are committed to providing a good client experience and willing to put in

Hiring organization

Gia Consultancy

Employment Type

Full-time, Permanent

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

Legal

Job Location

Edinburgh

Working Hours

Full Time

Base Salary

£ 30000 - £ 38000

Date posted

July 1, 2022

extra time and effort when required.

Job Benefits

In return, you can expect a highly competitive salary and benefits package which includes:

- 25 days holiday + 9 public holidays (increasing with service)
- Live Assurance
- Pension Scheme (after qualifying period)
- Profit Related Pay
- Rewards & Recognition Scheme
- Various Retail Discounts & Wellbeing Initiatives
- Annual Season Ticket Loan
- Cycle to Work Scheme
- Staff Savings Scheme
- Discounted Legal Products

Contacts

If you are qualified and experienced under English law and want to work for one of the leading firms in Edinburgh then apply now for immediate consideration.