

<https://giaconsultancy.co.uk/job/legal-pa-commercial-real-estate/>

Legal PA – Commercial Real Estate – London City

Description

Are you an experienced and driven Legal PA with specific knowledge and experience in Real Estate transactional work?

My favourite London client is seeking to appoint a great Personal Assistant with experience of Commercial Real Estate to join their team. They are a very modern and growing firm who enjoy a great quality of work.

Responsibilities

An office based role, discussions around potential hybrid working following completion of initial probationary period.

Working to support a team comprising of seven fee earners (made up of three partners, two senior associates, an associate and a trainee Solicitor), the role responsibilities include:

- To communicate with clients of the department in a professional and courteous manner
- To ensure excellent service standards and maintain high client satisfaction
- To produce quality documentation for the department.
- To raise invoices and credit notes and keep accurate records for the department;
- To complete TM Searches;
- Downloading Official Copy Entries from Land Registry;
- Downloading documents and setting up Glasscube links;
- Requesting redemption statements;
- Scheduling meetings for the team
- Formatting documents in Microsoft word, Excel & Powerpoint
- Setting up TT Payments;
- Drafting and submitting SDLTs;
- Drafting and submitting Land Registry applications such as AP1s.
- To assist in the management and organisation of the department, to include as appropriate dealing with travel and accommodation arrangements, the management of fee earners' diaries and contacts details and the arrangement of client meetings, seminars and other relevant functions.
- To assist in the opening, management and closure of files and to have a working knowledge of matters sufficient to provide updates to the department's clients when necessary

Qualifications

The successful candidate will be an experienced Legal PA and able to demonstrate clear knowledge and understanding of Commercial Real Estate transactions.

Additional skills and experience required include:

- Excellent client care skills, confident and professional in all communications with clients of the firm
- Proficient in use of Microsoft 365.

Hiring organization

Gia Consultancy

Employment Type

Full-time, Permanent

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

Legal

Job Location

London EC2V

Working Hours

Full Time

Date posted

August 18, 2023

- Diary management
- Have a working knowledge of the Land Registry portal, Companies House and the HMRC
- The ability to work with minimal supervision and use your initiative
- Good working knowledge of house style letters, documents and precedents relevant to the role
- Experience with Proclaim, iManage, Intapp and Glasscubes would be advantageous, however are not essential as training will be provided.

Job Benefits

In return, you can expect a highly competitive salary and excellent working conditions the benefits package includes:

- A minimum of 25 days' annual leave plus office closure between Christmas and New Year
- A one hour early finish, one Friday a month
- Two days a year to do charitable work
- The opportunity to get involved in sports teams, hobby clubs, and social events
- Access to their Employee Assistance Programme and trained Mental Health First Aiders
- Annual promotions process open to all staff

Contacts

Don't delay, apply today for immediate consideration!!