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Post Completion Assistant – Real Estate Finance

Hiring organization
Gia Consultancy

Employment Type
Full-time, Permanent

Beginning of employment
ASAP

Duration of employment
Permanent

Industry
Legal

Job Location
London City

Working Hours
Full Time

Date posted
June 28, 2024

Valid through
31.07.2024

Description

Are you a career minded, detail orientated and ambitious Legal Assistant with experience of Real Estate Post-Completion? If so, I have a fantastic opportunity for you!

My client is a full-service law firm with offices in the heart of London. Their continued success within Commercial and Residential Real Estate has resulted in an urgent requirement for two Post-Completion Assistants to join and support their team.

Responsibilities

The successful individuals will assist with the management of post completion for the Real Estate Finance team to include, without limitation, the registration of security at Companies House and the Land Registry, the serving of security notices, preparing bibles of documents and dealing with file closures.

- Diarising OS1 and Companies House dates
- Preparing and lodging AP1/FR1 applications at the Land Registry and ensuring all documents accompanying the applications are attached, dated and signed
- Dealing with Requisitions from the Land Registry effectively and in a timely manner
- Keeping an orderly system in place for dealing with all Post Completion matters
- Updating and responding promptly to requests from lenders, brokers and clients on the progress of registrations.
- Sending copy completion of registration to clients and lenders, along with any other documents that may be required by lenders.
- Promptly bringing to the attention of the Post Completion Paralegal any matter on which there is a risk of removal from a lender panel
- Dealing with any balances on account in accordance with the firm's policy
- Closing and archiving files once all post completion matters and balances have been dealt with
- Performing any other tasks that may be required to assist the department (including producing security documents)

Qualifications

Applicants will ideally have some previous experience of dealing with post-completion matters and will need to be proactive, able to prioritise their workload effectively, and be a positive team player.

Job Benefits

In return, you can expect a competitive basic salary and benefits package befitting a large commercial law firm. Additionally there is genuine prospects for progression for the right person.

The role will be fully office-based during an initial settling in period, and thereafter hybrid working (up to two days a week) will be available.

Contacts
Apply today for immediate consideration.