

<https://giaconsultancy.co.uk/job/post-completion-assistant-real-estate-la52/>

Post Completion Assistant – Real Estate

Description

My London City based client is looking for a career minded and ambitious individual with experience of Real Estate Post Completions to join their team.

This firm is going through an exciting period of growth and seeks someone looking to progress on the experience they already have in Post Completions.

Responsibilities

The successful candidate will be involved in a variety of Post Completion tasks including:

- 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 any 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 any 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
- Undertaking any specific training when required to do so
- Performing any other tasks that may be required to assist the department (including producing security documents)

Qualifications

To be appointed to this role the successful applicant will have previous experience in a similar role with proven skills in Post Completions.

Job Benefits

In return, my client rewards with a competitive basic salary, a comprehensive benefits package and the opportunity to progress with a growing and highly successful firm.

Contacts

Apply now for immediate consideration.

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

January 24, 2023

Valid through

28.02.2023