

<https://giaconsultancy.co.uk/job/post-completions-assistant/>

Post Completions Assistant

Description

My Manchester city centre client is seeking an experienced Post Completions Assistant to join their Commercial Real Estate team.

A varied role with a highly successful team, day to day duties will include without limitation, Land Registry searches, applications and requisitions, opening and closing files, account balances and electronic post.

They are looking for candidates with experience within a post-completion role. Proficiency in Microsoft Office (particularly Excel and Word), the ability to work well within a team and excellent organisational skills will be essential requirements.

This is a fully office-based role in our Manchester head office in Spinningfields.

The key responsibilities and duties of this role will include:

- Diarising OS1 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.
- Opening new files and inputting new instructions
- 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
- Scanning/filing, binding, photocopying and archiving/closing files
- Electronic and physical post – allocation to case management system

In return you can expect:

- Competitive salary
- 25 days holiday plus office closure between Christmas and New Year
- Pension scheme
- Travel insurance
- Death in service 3 x basic salary
- Private medical insurance
- Interest free travel pass or parking loan
- Charity and event days

Candidates MUST have previous experience working in Post Completions to be progressed to the next stage.

Hiring organization

Gia Consultancy

Employment Type

Full-time, Permanent

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

Legal

Job Location

Manchester City Centre

Working Hours

35 hours per week

Date posted

May 21, 2025

Valid through

11.06.2025

Apply now for immediate consideration.