

<https://giaconsultancy.co.uk/job/real-estate-finance-paralegal/>

Real Estate Finance Paralegal

Description

My London based client is recruiting for an experienced Paralegal to join their growing Real Estate Finance team.

Responsibilities

This is a varied and interesting role and the successful candidate will be undertaking a range of duties including:

- Drafting security documentation for checking by supervising fee earner.
- Making and receiving calls to clients and third parties involved in the transaction.
- Drafting mortgage reports under the supervision of your supervising fee earner.
- Responding promptly to requests for updates from clients, agents, brokers and introducers.
- Updating introducer / update portals where necessary.
- Ordering documents from HMLR.
- Ordering bankruptcy searches, priority searches and company searches.
- Drafting and submitting MR01's and applications to the Land Registry.
- Preparing files for completion.
- Dealing with files at completion stage, preparing outgoing TT forms for checking and preparing files to hand over to post completion.
- Undertaking Lawyer Checker and Legalix searches.
- Ensuring that the case management system is fully up to date
- Undertaking any specific training when required to do so.
- Ensuring clients and introducers receive the best possible service at all times.

Qualifications

Candidates must have a Law Degree and also possess their LPC or be working towards. The ideal candidate will have previous Paralegal experience gained within a mid to large law firm. Experience of working in Real Estate or Residential Property is essential.

Job Benefits

In return, my client offers not only excellent working conditions and competitive salary but also the opportunity to develop a long term and highly successful career with a growing law firm.

Contacts

Applications are being considered now so apply today to avoid missing out.

Joanne Watkinson, Director

joanne@giaconsultancy.co.uk

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

Base Salary

£ 25000 - £ 30000

Date posted

September 2, 2021

Valid through

30.09.2021