

A Day in the Life of a Trainee Real Estate & Projects

8.30am Post Duty. Throughout our training contracts at Devonshires, trainees undertake various duties, one of which is the opening of the firm's post in the morning. This week I am on the rota alongside two other trainees. As we are spread across different departments, this is a great opportunity to find out about the kinds of work we are all involved in at the moment.

9.15am I look at my to-do list for the day. The work in this department is really broad and as I work for a few fee earners, it is important to prioritise accordingly to ensure everything is completed efficiently.

9.30am Completion. My first task for the day is to line everything up for a plot transfer completion. This involves checking that we have priority, checking we are in funds and giving the documents a final once over to ensure everything is as it should be. I then arrange for the funds to be transferred to the seller's solicitors and take their call to confirm completion. As trainees we get a lot of responsibility and are involved in all aspects of the transaction.

11am Research Memo. Research is a key part of being a trainee and also really interesting as the research is often around fairly niche points which nobody in the department has come across previously. Today I am researching the searches available for Unexploded Ordnances for a partner who is working on a development site where this is a known issue.

1pm Lunch. One of the key benefits of being a trainee is you get to work in different departments and so get to meet lots of different people. Today I am meeting some of the paralegals who work in the department where I undertook my previous seat so it's a really good opportunity for a catch up on everyone's lives.

2pm Client Meeting. This afternoon I am due to attend a client meeting with my supervisor where we are discussing a new development they are looking to get involved in. At Devonshires, trainees have a lot of client contact from the very start which is a great way to build client relationships and be involved in all aspects of the transaction.

3.30pm Report on Title. As a trainee in the Real Estate and Projects team we have our own sites which we deal with under the supervision of a partner. We are therefore responsible for the day to day running of the matter which includes the investigation and report on title at the outset.

5.30pm Client Social. Tonight there is a joint social between Devonshires and one of our clients which I have been helping to organise. This is a great opportunity to put faces to names of the people I have been working with during my time in the department.