



## Paralegal

### *Real Estate & Projects*

#### **The Firm**

Devonshires has been based in the City of London for more than 150 years. From our offices in London, Leeds and Colchester, we provide legal services throughout England and Wales. We act for a broad range of clients, including private and public companies, developers, local authorities, funders and regulators but in particular, we act for a significant number of charities and housing associations. We are a “full service” firm with specialists in Banking, Commercial/Corporate, Litigation, Housing, Employment, Projects and Property. Over the past few years, we have grown significantly and now have approximately 250 employees.

#### **The Team**

We are seeking to recruit a Paralegal to assist our Real Estate and Projects Department. The focus of this position is to support our active team in delivering a high level of service to our clients.

#### **Job purpose**

We are looking for someone with strong analytical skills, excellent attention to detail and who is able to manage their own caseload with accuracy and a highly efficient level of time management. This is a demanding role that will require flexibility and the ability to successfully prioritise competing demands.

The successful candidate will gain excellent exposure to a broad range of property work in a busy and friendly team. We believe strongly in investing and training our staff and the successful candidate can expect the opportunity to expand on and further develop their existing knowledge.

#### **Main Duties and Responsibilities:**

*This is not an exhaustive list and from time to time it may be necessary to vary these to meet the department and business needs.*

- Assist the team on various transactions including day to day asset management work for commercial property, residential transactions and statutory agreements
- Manage own caseload of files;
- Ensure timelines and deadlines are met and adhered to;
- Set up and maintain online document rooms;
- Provide clients with monthly invoices and progress reports;
- Manage a large number of deadlines relating to a variety of transactions at any one time;
- Carry out legal research as and when required;
- Assist fee earners in relation to post-exchange requirements on the acquisition of sites including registration of unilateral notices, submitting priority searches, submitting registration applications to HMLR and dealing with requisitions raised by HMLR;

- Communicate positively with clients and other parties both on the telephone and by email and manage a range of clients resourcefully;
- Organise and maintain tidy and accurate electronic files (hard copy files when required);
- Provide support and assistance to fee earners within the team as and when required;
- Follow department procedures, the Solicitor's Accounts Rules and the Firm's policies and procedures as detailed in the Office Manual.

## **Person Specification**

### **Essential skills and requirements**

- You will have an appropriate degree in Law or equivalent (or appropriate conversion) or an appropriate subject;
- You will have successfully completed or be in the course of undertaking the LPC or be studying CILEX;
- You will have good experience in a similar role and possess solid drafting skills;
- You take a methodical approach with good attention to detail;
- You are competent in all MS applications including Word, Excel and Outlook;
- You are client focussed, have an approachable manner and excellent communication skills;
- You are able to work with limited supervision;
- Any experience of dealing with developers and/or housing associations (both traditional RPs or 'for profit' providers) would be an advantage.

### **Desirable skills / future requirements of the role**

- Completing SDLT (Stamp Duty Land Tax) returns;
- Drafting and reporting on contracts, titles and other documentation.

If you would like further details or wish to apply for this position please email your CV and covering letter direct to [legal.recruit@devonshires.co.uk](mailto:legal.recruit@devonshires.co.uk) and also complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

*Devonshires Solicitors LLP is committed to providing equal opportunities in employment and to providing a workplace free from discrimination and harassment. As such all job applicants, employees, partners and third parties who come into contact with us, will receive equal treatment, regardless of age, disability, gender identity, marriage and civil partnership, trade union activities, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We welcome applications from groups where we are currently under-represented. For this reason, we ask that all candidates complete the [recruitment monitoring survey](#) in complete confidence for statistical purposes in order that we can effectively monitor how well our Diversity procedures are working. To review our policies on Diversity & Inclusion and Dignity at Work please visit our recruitment pages at [www.devonshires.com](http://www.devonshires.com).*