



## Paralegal

### *Real Estate & Projects – Real Estate & Projects / Development Sales*

#### **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 & Property.

#### **The Team**

We are seeking to recruit a Paralegal to assist our Real Estate and Projects Department. The team includes projects, property, procurement, and development lawyers within a single group. When required, the team can also draw upon our Banking, Corporate, Employment and Housing teams’ expertise to provide first class legal services to participants in projects across a wide range of sectors including housing, leisure, energy, healthcare, care, older persons and accommodation projects. A core area is development work for Housing Associations and private developers and that would be the focus of this position, although there would be an opportunity to gain exposure to our wider projects work.

#### **Job purpose**

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

#### **Main Duties and Responsibilities of the Role:**

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.

- Drafting reports on title;
- Drafting and reporting on statutory agreements;
- Assisting in relation to high volume property acquisitions and sales;
- Undertaking property registration formalities;
- Completing SDLT (Stamp Duty Land Tax) returns;
- Carrying out legal research;
- Setting up and running on-line data rooms;
- Proofing documents;
- Managing own caseload and assist solicitors and other fee earners in the day to day administration of files;
- Providing clients with monthly invoices and progress reports as and when required;

- Efficiently managing a large number of deadlines relating to a variety of matters at any one time;
- Organising and maintaining tidy and accurate files both in hard copy and electronically;
- Providing support to the 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.

The successful candidate will gain excellent exposure to a broad range of property work.

### **Person Specification**

#### **Attributes and Skills Required**

- You will have a minimum 2:1 degree or equivalent in Law (or appropriate conversion);
- You will have successfully completed or be studying the LPC;
- You will have good experience in a similar role and possess solid drafting skills;
- You have experience drafting reports on title;
- You will have excellent administration and organisation skills, including own diary management;
- 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 and have an approachable manner with good communication skills and telephone manner;
- You possess good time management skills and the ability to deal with more than one task at a time;
- You are able to work with limited supervision.

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 re-assignment, 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)*