



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 who has strong analytical skills, excellent attention to detail combined with good experience in managing their own conveyancing caseload. The role will specialise in a number of key areas from undertaking sales and purchases of street properties for a number of key clients, to undertaking residential lease extensions acting for both landlord and tenant (both voluntary and statutory) and assisting in tenanted portfolio sales and purchases. There will also be opportunities to be involved in other work within the real estate team from time to time.

An important part of the role is to provide direct support and assistance to a partner in the team, whilst also helping with the management and development of junior fee earners and contributing more widely to the team and its growth.

The role will require flexibility and the ability to successfully prioritise competing demands.

Main Duties and Responsibilities of the Role:

- Street property acquisition and sales;
- Auction disposals;
- Lease extensions;
- Undertake land registration formalities;
- Completion of SDLT (Stamp Duty Land Tax) returns;
- Drafting reports on title;
- Reporting on key documents;
- Reviewing and reporting on titles for portfolio acquisitions;
- Land transfers (TR1 and TP1);
- Proof documents and information;
- Assist in dealing with deeds of easements and sectional agreements;
- Manage own caseload and assist partners and other fee earners in the day to day; administration of files;

- Deal with enquiries and chase paperwork where necessary;
- Provide clients with monthly invoices and progress reports as and when required;
- Efficiently manage a large number of deadlines relating to a variety of cases at any one time;
- Organise and maintain tidy and accurate files both in hard copy and electronically;
- Provide support to the other 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 from residential conveyancing through to large PFI projects.

Person Specification

Attributes and Skills Required

- Strong academic background, ideally gaining a 2:1 at degree level;
- Minimum 2 years continuous experience in a similar role and possess solid drafting skills;
- Excellent administration and organisation skills, including diary management and the ability to deal with more than one task at a time;
- Must have a methodical approach, with a high attention to detail and produce work/documentation which is consistently of a high standard;
- Competent in all MS applications including Word, Excel and Outlook;
- Must be client focussed and have an approachable manner with excellent communication skills both written and verbal;
- Able to work with limited supervision with the ability to prioritise workload to increase efficiency;
- Commercially aware, proactive and able to convey clear and concise information to clients and external organisations, which will not compromise the practice or the firm;
- To have a flexible approach to work to ensure client deadlines are always met and clients are communicated with on a consistent and regular basis;
- Familiarity with Registered Providers would be an advantage but is by no means necessary.

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 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.

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