

Residential Conveyancing Paralegal

Holidays: 33 days holiday inclusive of bank holidays.

Salary: Competitive in line with experience

Other benefits include Life insurance and Critical illness insurance after successful completion of the probation period.

Location: Loughborough office based appointment (we have a flexible working policy in place)

Contract: Full time/ Permanent.

The Firm

Straw and Pearce is a well-established firm. It is a highly skilled, full-service firm based in the heart of Loughborough. We are a modern, progressive law firm. We are driven by new ideas; excited by new approaches; and refreshingly down-to-earth. We think differently and we have built a culture where individual skills and personalities can shine through. We have progression opportunities across the firm.

The Role

As a residential property paralegal, you will be assisting and supporting the senior Solicitors on a varied caseload, which includes freehold, leasehold, unregistered conveyancing, new build work and small-scale development work.

You will have hands on support and training (as required, dependant on your experience) from our experienced team of property lawyers and will benefit greatly from their combined knowledge and expertise.

Whilst we offer flexible working, this role will be office based.

Your day-to-day responsibilities may include but is not limited to:

- Providing quotes and responding to initial enquiries from new clients
- File opening and compliance procedures
- Liaising with clients, agents and solicitors providing general assistance with any queries or updates required
- Preparing draft contract packs and obtaining documentation from the Land Registry
- Drafting documents, correspondence and reports as directed by the fee earner
- Assisting the fee earner with Land Registry applications for registration including first registrations, SDLT returns and post completion requirements
- Initial Land Registry requisitions
- Some audio typing

Skills & Experience

- A degree qualification is essential and a law degree desirable.

- Legal assistant/Paralegal experience within a residential property department is desirable, but not essential
- Excellent client engagement and IT skills are also required.
- Enthusiasm for residential conveyancing and being a key member of the team

The work undertaken by the successful candidate will qualify as 'Qualifying Work Experience' for the purposes of qualifying as a solicitor. Study leave will be provided for the sitting of the SQE exams.

If you are interested in applying for this role, please send your CV with a covering letter to Ms Jane Ball, HR Manager, at jball@strawandpearce.co.uk