

## EMPLOYEE JOB DESCRIPTION

**Job title:** Paralegal  
**Department:** Commercial Property  
**Position:** Full Time

### **Job Summary:**

The role is to provide paralegal support to Commercial Property team.

### **Key Tasks:**

- Assisting the solicitors with all tasks in the department
- Assisting in the drafting of legal documents
- Managing task list in an efficient and organised manner and assisting with the fee earner's task list and carrying out tasks as delegated
- Resolving clients' queries through face to face contact, on the telephone, by email or in writing in a professional and friendly manner at all times in keeping with excellent standards of client care
- Submitting property searches, drafting contracts, transfer deeds and other conveyancing forms, deeds and documents as required.
- Balancing ledgers and files, preparing completion statements and investigating and resolving anomalies and discrepancies
- Maintaining efficient filing systems including matter opening forms, updating, closing, storage and retrieval of client files in accordance with the firm's procedures
- Maintaining up to date caseload management records and file review records to assist with the efficient running of the department.
- Assisting with post exchange and post completion correspondence and formalities including dealing with Land Registry applications and Stamp Duty Land Tax Returns
- Scanning and copying documents and preparing mail and enclosures for dispatch.
- Providing general assistance within the department as required
- Providing reception cover over lunchtime and holiday periods

**The above list is not exhaustive and other tasks within the scope of the post and capabilities of the post holder may be allocated from time to time. Full training will be provided and all allocated tasks will be supervised and checked.**