



## **Job Vacancy**

### **Residential Conveyancing Paralegal**

Landsmiths Solicitors are a boutique property practice providing legal services for individuals and businesses across a full range of residential and commercial property matters. We are based in The Lace Market in Nottingham City Centre.

We pride ourselves on offering the best customer service to our clients and a flexible, friendly and positive workplace for our staff. In return we are looking for positive, committed and forward-thinking individuals to join us.

We are currently looking to recruit a Residential Conveyancing Paralegal on a full time, permanent basis.

#### **Job Title: Paralegal**

**Reporting To: Chloe Smart, Rachael Briggs & Vik Moothia    Hours of Work: Mon – Fri, 9am to 5pm**

**Salary – To Be Confirmed**

#### **Job Purpose:**

- Providing effective and efficient support to the Residential Conveyancers and Solicitors daily

#### **Job Description & Responsibilities:**

- To ensure that the case management system is accurate and kept up to date including opening and closing files and that any physical files are maintained in good order
- Obtaining Land Registry documents or Title Deeds as applicable.
- Diarising and chasing matters and updating checklists as necessary
- Provide professional telephone support to the team by liaising with clients and third parties such as Estate Agents, Banks, Land Registry, HMRC and managing agents
- Preparing accounts slips for receipts and payments and engrossing bills for clients
- Preparing files for exchange of contracts – for approval by the Conveyancer
- Preparing files for completion – for approval by the Conveyancer including necessary letters and accounts paperwork
- Preparing draft contract packs
- Dealing with completion of matters and preparing files for post completions
- General admin duties including post, printing, scanning, photocopying and digital dictation when necessary
- Managing own email account efficiently
- Assisting with the firm's archiving when necessary
- To provide ad hoc support to the firm as needed

#### **Person Specification:**

- At least one years experience working as a paralegal in a Residential Conveyancing department
- Strong computer skills including word, excel, and outlook, knowledge of ALB (case management system) would be an advantage
- Excellent administration, organisational and time management skills
- Close attention to detail
- Proactive and self-motivated
- Can demonstrate a positive, friendly and flexible manner and must be a good team player
- Practical experience of dealing with client enquiries