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| **Job Title**Paralegal in Property department |  | **Reporting to**Head of Department |  | **Department**Residential Property Department |  | **Date**Jan 2024 |
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| **Key Purpose of the Job**To assist with all aspects of Residential Property working to the highest professional and client care standards including assisting with handling sales, purchases, easements, leases and other aspects of property work.Provision of administrative support for all fee-earners in the department, to enable the smooth progression of work within the Property Department |
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| **Responsibilities** include but are not limited to:1. Assisting/advising/liaising with clients in property transactions and assisting generally on cases and, where requested:-* Taking instructions and general liaison with the client to keep the client updated
* Arranging the opening of the client file and all immediate and ongoing necessary regulatory and administrative steps
* Researching the legal position, advising the client, conducting any negotiations and preparing all necessary documents and forms in order to progress and finalise the case in accordance with the client’s instructions
* Recording key dates centrally and making other suitable arrangements to ensure cases can be managed appropriately in your absence, in liaison with your supervising partner and other team members
* Recording time spent appropriately (where required) and taking all necessary steps regarding securing payment of disbursements incurred and costs, to include requesting monies on account issuing interim and final bills and chasing where bills have not been paid promptly

2. Assisting other fee earners and partners in the department with their allocated cases, where required in a support capacity to include:-* General liaison with the clients of the department and other parties to a case, as appropriate.
* Dealing with telephone queries and messages, as instructed by fee-earners in the department
* Performing all necessary administrative searches/checks/enquiries during conduct of the matter e.g land registry/bankruptcy/companies house
* Typing of documents and correspondence
* Recording time spent within Liberate and entering details in Liberate of any financial transactions, as requested by fee-earners and also preparing interim and final bills, ensuring inclusion of all relevant elements including administrative costs e.g. client verification and searches.
* Assisting with all file closure and archiving arrangements.
* Maintaining client confidence by keeping client / fee-earner information confidential.

3. Assisting with Marketing the Department by attending marketing events and developing client relationships, to include cross-referring work to other departments where appropriate. Also meeting with local Estate |

Agents and other referrers and developing relationships in order to secure on-going recommendations from them. Assisting others in the Firm with marketing responsibilities.

1. Assisting with any administrative aspects of the property department e.g. CQS compliance, AML compliance, supervising etc., as required by the Head of Department, for instance in a leave situation.
2. Carrying out such other duties as are required and as are consistent with your role as paralegal and your contract.

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| **Key Competencies** |  |
| Providing excellent client service AdaptabilityDeveloping good relationships with clients, colleagues and referrersDelivering resultsHandling pressure / self-control | Attention to detail Monitoring and controlGathering and analysing information Team workingCommunication |