



Job Title: Paralegal

Job Summary

Working under supervision supporting senior paralegals and solicitors with a range of conveyancing procedures, ensuring high standards of legal practice and professional development.

Key Responsibilities

1. Client Management:

- Correspond in an efficient and timely manner with clients via email, telephone and during appointments. Maintain regular contact with clients and copy the client into all correspondence.
- Prepare and edit legal documents and provide support to the senior paralegals and solicitors with workload, as required, ensuring compliance with relevant legal procedures.
- Ensure that all files are maintained in accordance with firm policies and data protection regulations.
- Develop and maintain client relationships, ensuring client satisfaction and loyalty.

2. Administration

- Input new cases to system as required, in a timely and accurate manner.
- Undertake efficient and timely correspondence with mortgage advisers and builders' solicitors.
- Draft, proofread, and finalise legal documents, including contracts, briefs, and correspondence.

3. Compliance and Risk Management:

- Ensure compliance with all relevant legal regulations and firm policies within the team.
- Ensure the application of best practices for legal and operational procedures.

Skills and Competencies

- High ethical standards and professional integrity.
- Effective time management and organisational skills.
- Client-focused approach with a commitment to delivering outstanding service.