

Residential Conveyancing Paralegal

Job Description

Overall Purpose:

To provide proactive administrative and legal support to the residential conveyancing team.

To assist with providing effective liaison between the team and clients, solicitors and third parties on a regular basis so that excellent business relationships are maintained to the standards of the Company and the Law Society's Conveyancing Quality Scheme.

Reporting to: Head of Conveyancing Department

Main Duties:

1. To provide legal administrative support in a timely and accurate manner including submitting searches, land registry applications and mortgage redemptions.

2. To provide office administrative support in a timely and accurate manner including, opening files, client ID checking, filing, faxing, scanning and photocopying and closing files.

3. Working with the residential conveyancing team, to provide legal support such as checking replies to enquiries and search results, raising enquiries with other solicitors, taking instructions from clients, keeping clients and agents updated

4. To liaise with estate agents, solicitors, clients and other third parties in person, on the telephone and in writing in a professional and confident manner, including giving proposals and keeping clients informed and to manage queries and assist where possible.

5. To provide financial and marketing administrative support in a timely and accurate manner including preparing invoices and financial statements, redeeming mortgages, arranging bank transfers and inputting data.

6. To deal with post completion tasks such as SDLT returns, Land Registry applications liaising with lenders.

7. To undertake general office administration tasks including maintaining and managing diaries, time recording and incoming and outgoing mail and assisting with marketing activities.

8. To ensure confidentiality and the security of all client details, files and correspondence at all times and to comply in all regards with the Law Society's Conveyancing Quality Scheme.

9. To undertake any other reasonable duties which may be allocated by your Line Manager as required.

Job Features:

Organising and prioritising their own workload to fit in with the needs of the department and workload from fee earners to ensure work is returned in a timely manner

<p>Supporting the team... to support other members of the department in meeting client requirements and the company's business objectives assisting them at busy times and providing cover for absence and to free lawyers to concentrate on fee earning work.</p>
<p>Marketing... to be an active member of the team, helping to ensure client satisfaction and to participate in marketing initiatives including assisting the Company's Marketing Manager</p>
<p>Seeing clients to talk to clients (both in person and on the telephone) to tell them of the current position on their transactions and other information.</p>
<p>Internal / External Relationships: Internally.. to help maintain sound and supportive business relationships with all departments Externally.. to ensure the highest level of client care, consistent with the Vision, Mission and Values of the Company, and the Law Society's Conveyancing Quality Scheme.</p>
<p>Client Care.. To provide the highest standards of client care in every case and, in accordance with the Company's client care and complaints policies, when requested to deal and attempt to resolve at first instance with client concerns as to residential conveyancing.</p>
<p>Problem Solving.. to be proactive in addressing problems and to participate in improving operating practices consistent with the Company's policy of continuous improvement.</p>