

## Commercial Property Paralegal (Mandarin Speaking)

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### Commercial Property Paralegal (Mandarin Speaking)

Amazing opportunity with an established central London law firm

#### About Our Client

Established UK law firm based in London

#### Job Description

The successful Commercial Property Paralegal (Mandarin Speaking) will hold the following key responsibilities:

Drafting AP1s and Stamp duty returns

Utilising Land Registry Portal

Order searches using search provider such as Infotrack

Prepare financial statements and completion statements

Adhoc tasks

#### The Successful Applicant

The successful candidate will have the following:

Will have an LLB/Law degree or equivalent.

Strong written and verbal Mandarin

Ideally have worked in a similar role

Able to work on own initiative as well as part of a team

Proven ability to meet deadlines

Excellent communication skills and attention to detail

Be able to demonstrate a willingness to learn

### **What's on Offer**

The Commercial Property Paralegal (Mandarin Speaking) is offering a competitive legal salary.

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