

Commercial Property Paralegal (Mandarin Speaking)

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Company: Page Personnel

Location: London

Category: other-general

Commercial Property Paralegal (Mandarin Speaking)

Top 500 London based international law firm

About Our Client

Top 500 London based international law firm

Job Description

The key responsibilities for the Commercial Property Paralegal (Mandarin Speaking) vacancy are as follows:

Liaising with clients including brokers, mortgage companies and agents

Running a small caseload

conduct research and communicate findings with the team

filing SDLT returns, dealing with requisitions raised by HM Land registry, reconciling client ledgers, making applications to HM Land registry, preparing title deed packs, and retrieving and transferring files

Assisting the property team with Adhoc tasks

The Successful Applicant

The successful candidate for the Commercial Property Paralegal (Mandarin Speaking) vacancy will possess the following:

Strong written and verbal Mandarin.

Will have an LLB/Law degree or the equivalent

Ideally have worked in a similar role

Excellent communication skills and attention to detail

Able to work efficiently in a team environment

Proven ability to meet deadlines

What's on Offer

The Commercial Property Paralegal (Mandarin Speaking) vacancy is offering a salary of between £25,000 - £30,000 and benefits package.

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Cross References and Citations:

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