

## Commercial Property Paralegal (Mandarin Speaking)

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Location: London

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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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