

## Conveyancing Paralegal

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Company: Leadenhall Law Group

Location: London Area

Category: other-general

We are seeking an enthusiastic and hardworking Conveyancing Paralegal to join our busy residential property team in London. You will be assisting a Solicitor in the running of live files from instructions through to post-completion. The work involves liaising with all parties and providing administrative assistance throughout the conveyancing process. Previous property experience in a legal environment is preferable but not essential. Main tasks of this role include: 1. Working one-on-one with a fee earner and assisting them with their caseloads. 2. Monitoring and dealing with post as appropriate. 3. Using Case Management/Ledger Systems 4. Liaising with clients, estate agents and other third parties with updates throughout the process 5. Experience dealing with sales and purchase from pre-instruction to post-completion 6. Preparing contract packs for sale including but not limited to, drafting Contract papers and issuing to the other side, requesting pre-assignment packs and mortgage redemption statements 7. Ordering pre-transactional property searches and various Land Registry searches 8. Progressing enquiries and drafting reports 9. Working to company policies and compliance standards. 10. Prioritising and performing urgent requests from clients and referrers. Candidates should have the following criteria to apply: Experience working in a conveyancing department Strong attention to detail Team focused approach. Excellent time management and organisational skills with the ability to work to deadlines Ability to manage own work allocation, productivity and quality of work with minimum supervision

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