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**Paralegal – Residential Conveyancing**

Powell Eddison Freeman & Wilks solicitors is a full-service law firm based in Harrogate. It has 21 members of staff and two offices with further expansion plans in 2022. The firm is a thriving and expanding legal practice committed to serving individuals and businesses with an enviable client base.

We are looking for an enthusiastic paralegal to join our reputable and Residential Conveyancing team.

This is an exciting opportunity to work within an established team. The right candidate will have the opportunity for training and development, whilst working with the existing team to progress active files and actively participate in networking and the marketing of the department.

**The role**

As a paralegal working in the Residential Conveyancing department, you will assist the team to deal with the initial instructions from a client, the initial stages of a transaction, assisting the case handler to progress the file to completion and completing the vital registration of a property at the end of a transaction.

**Candidate**

Ideally the successful candidate will have completed their LPC (but this is not essential) as progression opportunities are genuine within the firm.

The successful candidate will be responsible for:-

* Opening and closing of client files
* Dealing with both incoming and outgoing post / emails
* Liaising with clients by email, telephone and face to face and other solicitors
* Preparing and amending documents
* Audio Typing
* Assisting with general administrative duties
* Diary management
* Competing Land registry forms and documents and dealing with requisitions etc, by way of the Land Registry portal without supervision
* Preparing and submitting SDLT forms to HM Revenue & Customs electronically
* Undertaking a full range of typing and administration tasks including producing/sending letters and emails, preparing bills and completion statements
* Searches and enquires on properties
* Dealing with unregistered land
* Meeting deadlines on tasks to ensure the exchange of contract and completion occur on the agreed date
* Dealing with initial client enquiries to provide quotes for legal services
* Client care letters, protocol documents to ensure matters can proceed
* Updating firm databases
* Setting up meetings – face-to-face or via zoom

The ideal candidate will:-

* Have experience of working within a similar role/ or an eagerness to learn
* Have strong customer service skills and able to work to various deadlines
* This is a demanding and challenging role so you need to have excellent organisational and time-management skills, work well under pressure
* Have excellent IT skills
* Experience using case management systems is desirable (but not essential as training on our systems will be provided)
* Have excellent attention to detail
* Have very good verbal and written communication skills
* Have a clear understanding of confidentiality / Data Protection
* Have the ability to work in a team, whilst having the initiative to work alone