



Paralegal – Residential Land - Job Specification

We currently have a full time requirement for a **Residential Property Paralegal** to be based in the **Land Department** at our **Dorchester** office.

Working within a small team, this role is varied and fast moving and will involve proactively assisting in moving residential conveyancing matters forward with minimal supervision. Applicants must have procedural knowledge of end to end residential conveyancing work from enquiry to post completion, in order to give a high level of assistance to the Fee Earners within the Land Team. Previous experience of time recording and drafting documentation is desirable. The role will provide an excellent opportunity for career development. Main duties set out in the job description.

Candidates are required to demonstrate; a positive approach, flexibility, the ability to adapt quickly to change in a fast paced environment, be self-motivated, come across professionally both verbally and in appearance, have a resilient disposition and the ability to prioritise and multi task when faced with the challenges and requirements of this busy role.

Knowledge, Skills and Experience Required:

| Essential | Highly Desirable |
|--|--|
| A good working knowledge of residential conveyancing processes from enquiry to post completion | Part Qualified or currently studying CILEX (or equivalent) |
| Ability to work with minimal supervision | Working knowledge of Case Management Systems |
| Microsoft Office including outlook | Previous experience of time recording/ fee earning |
| An interest in residential property law/procedure or the willingness to learn about it | |
| Resilience and tenacity | |
| Excellent written and spoken English | |
| Presents professionally visually and verbally | |
| Close attention to detail and a high level of accuracy and initiative in order to coordinate the process | |
| Must be articulate and numerate | |
| Effective organisational & communication skills | |
| Adaptability & Flexibility | |
| Quick to adapt to changing priorities | |
| Conscientious and capable | |
| Good timekeeping and reliability | |
| A high regard for confidentiality and diplomacy | |
| A positive attitude, pleasant demeanour and good sense of humour | |

- Annual salary: From £19,000+ dependent upon skills, qualification and experience
- Hours: Full time, 9-5, Mon –Fri with 1 hour break (35 hours per week)
- Holidays: 25 days plus bank holidays & half day annual leave for birthday.
- Other benefits: Contributory pension scheme, 4x Life Assurance, health cash plan (subject to eligibility),