Chattertons, Role Profile and Person Specification.

Role Profile:

Job Title: Commercial Property Paralegal	**Hours of Work: 09.00 – 17.15 hrs – Monday to Friday (36.25 hours per week).**
Salary : £18,000 – £21,000 depending on experience.	**Location: Spalding**

Summary:

We are pleased to announce that we have created a new position at our Spalding office, for a proactive and ambitious Commercial Property Paralegal to join our team,

The successful candidate will work with and provide support to the Commercial Property Solicitor at our Spalding Office. This is an exciting opportunity and there are genuine opportunities for career development at Chattertons for the right candidate. We are delighted to have achieved "Ones to Watch" status on our first ever survey with the Sunday Times 100 Best Companies to Work for and the Spalding office is a professional and friendly office.

The successful candidate should have the ability to handle pressure and work to tight deadlines. They will be committed to providing excellent client care and satisfaction.

You will be a highly structured individual who has a clear understanding of the Commercial Property work and you will be involved in a broad range of matters to include, but not limited to, the following:-

- Client liaison and assisting with enquires;
- Leasehold and freehold acquisitions and disposals;
- Drafting and approving heads of terms;
- Drafting and approving leases;
- General estate documentation;
- Due diligence (enquiries and title investigation);
- Provision of estimates;
- Undertaking necessary searches;
- Agent liaison;
- Utility company easements and transfers;
- Assisting on some residential property transactions.
- Auction packs;
- Exchange, completion and post completion related correspondence and formalities. (to include Stamp Duty Land Tax, Companies House and Land Registry Registrations);
- Ensuring that balances are clear and files are closed at the end of the matter.

In addition, you will work with the Department's Marketing Policy to promote and enhance the good reputation and business of the company.

Key Duties and Responsibilities:

- To provide an ongoing service to existing clients;
- To work with Partners and other Fee Earners to develop new business;

- Develop and enhance the Commercial Property Department, maximising cross referrals across all offices and areas of the business;
- To produce fee income in line with targets and agreed objectives;
- To keep informed of all changes in the Law and Practice in own area of work
- Maintain and enhance up to date legal skills.
- Financial control with particular regard to cash flow control through collection of monies on account and billing procedures.
- Maintaining accurate daily records of time spent on client and internal work.
- Perform fee earning work accurately, reliably and in accordance with the company's quality and risk procedures.

Person Specification:		
	Essential	**Desirable**
Qualifications	Experience within Law Firm. Experience with Commercial Property.	
Knowledge	Knowledge of Microsoft Office including Word and Excel and high levels of computer literacy.	Knowledge of case management systems Solicitors Account Rules Clear understanding of Money Laundering Regulations Previous experience of Visual Files.
Skills	Excellent communication skills both verbally and in writing. Ability to work with confidence. Strong planning and organisational skills.	
Competencies	Ability to work in a structured and process driven way. Desire to provide a high quality service. Ability to prioritise workloads and meet tight deadlines. High level of integrity.	
Attributes	Professional. Positive and flexible approach.	

	The ability to travel between Chattertons offices therefore full driving licence and access to car Sense of Humour. Hardworking and positive attitude.	

Chattertons recognises that it is essential to provide equal opportunities to all persons without discrimination. The company has an Equality and Diversity Policy and this sets out the company's position on equal opportunity in all aspects of employment. This is available upon request.