**Paralegal**

An opportunity has come up for a talented Paralegal to join our brilliant Legal team.

You will be responsible for providing paralegal support to the Regional Solicitor in the acquisition and commercial section of the Legal Department. This role will have a particular focus on key operation of acquisition, affordable housing disposal and commercial matters.

**The Role:**

* Assisting with the production, reviewing and amendment of complex documentation relating to the acquisition and disposal of development land
* Assisting with due diligence to produce reports on potential acquisition sites.
* General adminstrative support to the Regional Solicitor
* Applying to Land Registry, Local Authority and other organisations for all pertinent searches, including using electronic conveyancing and paper submission where appropriate and co-ordinate/chase up results.
* Producing and supplying information/documents/reports that are logical, accurate and in the correct format whilst maintaining high standards of presentation issued by the department.
* Attending to all non-routine matters and queries which arise during the acquisition and sale of land/properties
* To comply with all professional standards and training requirements (where necessary)
* To proactively progress the transactions working alongside and sometimes independently of the Regional Solicitor
* To maintain a diary scheduler which will include comprehensive transaction progression together with monthly reports on the progress of key transactions.
* Attending to registrations with the Land Registry (electronically and in paper form), completing and filing SDLT returns, registering/removing Legal Charges at Companies House where appropriate. Keeping up to date with changes in procedure in relation to these tasks and maintaining logins for the various electronic databases.
* Keeping databases updated with key documents and information
* Maintaining a Key Dates diary/scheduler

**The Person:**

* Extensive I.T. skills including the use of Word and Excel together with on-line facilities such as the Land Registry Portal, Stamp Duty Land Tax and search providers
* Substantial experience providing secretarial/admin support in a legal property environment
* A methodical and accurate approach to all tasks with close attention to detail
* Pleasant outgoing personality and confident telephone manner
* Enthusiasm, flexible, willingness to learn together with a “can-do” attitude with the potential to take more responsibility as the role evolves
* The ability to work in a demanding and pressurised environment
* Excellent organisation skills, ability to maintain complex paper and computer based filing and information systems.

**In order to be successful in this role you must be able to prove eligibility to work in the UK.**

If you are successful at interview and the Company considers making an offer of employment, you may be asked to give your consent to the following pre-employment check[s] being undertaken by our third party provider, Experian (or any other appropriate third party provider that the Company chooses to engage).

The type of checks made will depend on the role in question but may include any or all of the following

Criminal records (DBS);

Credit reference

DVLA

The purpose of such checks will be to assess your suitability for the role. If it subsequently transpires that you have given incorrect, false or misleading information, your application will not be taken further.

**The Company:**

Taylor Wimpey is a FTSE 100 business and one of the largest residential developers in the UK, building new homes and communities across England, Scotland and Wales.

Our vision is to become the UK’s leading residential developer for creating value and delivering quality. We build over 10,000 homes each year, from one-bedroom apartments to six-bedroom houses all across the country.

Our people are passionate about the house building industry and about our customers. Culturally we pride ourselves in having a diverse work force with an opportunity to grow a career in a variety of environments. We look to develop our people in the skills and areas they are most interested in so if you are looking to join a thriving company going through an exciting period then please get in touch.

**Internal applicants – please advise your Line Manager if applying for this role.**