Key facts:

|  |  |  |  |
| --- | --- | --- | --- |
| Job title: | Legal Secretary/Paralegal | Report to: | Divisional Legal Manager |

The purpose of the role

You will responsible for providing legal secretarial/paralegal support to the Divisional Legal Manager in the Plot Sales section of the Legal Department

Key activities:

* Production of correspondence and memoranda using audio and copy typing maintaining high standards of presentation and accuracy
* Amending and checking complex documents
* Undertake all pertinent property searches, including using an electronic conveyancing provider and paper submissions where appropriate and co-ordinate/ chase up results
* Produce and distribute legal reports and bibles of documents, consisting of title/search/contract information ensuring these are kept up-to-date
* Completion and submission of SDLT forms and Land Registry applications
* Ensure timely reporting by the Divisional Legal Manager of monthly status reports
* Use of Land Registry Direct/Companies House
* Keeping track of key dates
* Maintaining filing systems, deed packets and ensuring the companies data base is accurate at all times
* Secretarial duties including, photocopying, scanning, circulating documents and bundles ensuring they remain accurate and legible at all times, arranging meetings, preparing reports and other ancillary administration tasks

Key competencies

* A methodical organised and accurate approach to all tasks with close attention to detail
* Substantial experience providing secretarial/admin support in a legal property environment
* Managing large workloads and the ability to work under pressure, whilst remaining calm and collected
* Pleasant outgoing personality and confident telephone manner
* The ability to work as part of a team
* Enthusiasm, flexible, willingness to learn with the potential to develop the role and assume responsibility
* The ability to communicate clearly and effectively at all levels
* IT literate with extensive knowledge of Word/Excel/Outlook and other IT processing systems and computer data base and key board skills
* Fast accurate audio typing skills
* Excellent organisation skills, ability to maintain complex paper and computer based filing and information systems

Primary network: who you will work with

|  |  |
| --- | --- |
| Internal: | Sales & Marketing, Finance, Production, Land and their teams, Regional Solicitors, Managing Directors, Divisional Managing Directors and Divisional Legal Managers |
| External: | External Solicitors, Selling Agents, Mortgage Advisors and Local Authority |

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