

**Job Title:** Paralegal (Construction Team)

**Status:** Full Time (12 Months FTC)

**Reports to:** Head of Construction

**Main responsibility**: Working closely with the Construction fee earners supporting them in a variety of work including post-completion tasks, together with ad hoc transactional/dispute support. This is primarily a non-contentious role.

**Duties:**

* Dealing with collateral warranties and other ancillary documents - drafting, collating and organising multiple warranties on numerous projects;
* Assisting with title due diligence and reporting, including the submission, collation and review of searches and enquiries;
* Collating document packs and assisting with the preparation of contractual documentation;
* Post completion administration;
* Proof reading and checking internal and external documents;
* Other administrative tasks including scanning, bundling, and engrossing documents;
* Dealing with routine client and/or third party queries and reporting to relevant fee earner with updates where necessary;
* Legal research;
* Assisting with the team's knowledge management and know-how;
* Assisting with the running of the team's construction helpline, including listening and responding to caller's legal queries;
* Organising and maintaining accurate files both electronically and hard copy.

**Essential Skills or Knowledge:**

* Excellent organisational and prioritising skills;
* Excellent communication skills – must be able to interact and communicate effectively across all levels of seniority and on both an internal and external basis. Must be able to utilise both oral and written communication to a very high standard;
* The ability to formulate and maintain good working relationships both internally and externally;
* Able to work well under pressure and in keeping with deadlines;
* Excellent attention to detail;
* Numerically competent;
* Positive attitude with flexibility to take on other relevant matters as and when to assist the team and the Firm;
* Must be able to undertake effective and accurate legal research.

**Desirable Skills or Knowledge:**

* Previous experience within a law firm would be an advantage;
* Basic knowledge of commercial property (either through work experience or LPC elective) and perceptive to any potentially relevant issues when dealing with matters;
* Has attained a relevant graduate or post-graduate legal qualification.