

Job Title: Commercial Property Paralegal

Reports to: Director

Location: Hinckley

Role Overview:

We are seeking an enthusiastic and detail-oriented Commercial Property Paralegal to join our team. The role involves assisting with a wide range of commercial property matters, including drafting legal documents, managing transactions, and supporting fee earners in delivering exceptional client service. The successful candidate will have a keen interest in commercial property law and demonstrate the ability to handle tasks independently with appropriate supervision.

Key Responsibilities:

1. Drafting and Documentation:

- Draft simple leases and tenancy agreements, ensuring accuracy and compliance with legal requirements.
- Assist in drafting straightforward Overage Deeds under supervision.
- Prepare and proofread legal documents and correspondence.

2. Transactional Work:

- Support the team in managing commercial sales and purchase transactions, including conducting due diligence and coordinating with relevant parties.
- Prepare replies to Commercial Property Standard Enquiries (CPSE) with input from fee earners as needed.
- Assist with lender-financed transactions, including reviewing security documents and liaising with lenders' solicitors.

3. Client and Team Support:

- Liaise with clients, agents, and third parties to facilitate efficient communication and progress transactions.
- Ensure all client files and documentation are maintained in accordance with firm procedures and compliance regulations.
- Provide administrative support to fee earners, including file opening and management, document collation, and scheduling.

4. Compliance and Risk Management:

- Conduct basic Anti-Money Laundering (AML) checks and ensure all client documentation complies with regulatory requirements.
- Identify potential risks in transactions and escalate them appropriately.

5. Research and Knowledge Development:

- Conduct legal research to assist with complex property matters.
- Stay updated on developments in commercial property law and practice.

Person Specification:

• **Qualifications and Experience:**

- Previous experience as a paralegal, ideally in a commercial property or real estate environment.
- Strong understanding of commercial property transactions and legal documentation.
- Familiarity with CPSE forms, leases, and lender requirements is advantageous.

• **Skills and Attributes:**

- Exceptional attention to detail and organisational skills.
- Excellent written and verbal communication skills, with the ability to liaise professionally with clients and third parties.
- Ability to manage multiple tasks and work to deadlines in a fast-paced environment.
- A proactive approach to problem-solving and the ability to work independently with minimal supervision.

• **Technical Proficiency:**

- Proficient in Microsoft Office (Word, Excel, Outlook) and legal practice management software.
- Knowledge of Land Registry processes and online systems is desirable.

Benefits:

- Competitive salary and benefits package.
- Opportunities for career progression within a supportive team environment.
- Access to training and development to enhance your skills and knowledge in commercial property law.