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**PARALEGAL – RESIDENTIAL PROPERTY**

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| **Job Title** | Paralegal – Residential Property |
| **Jobholder** | New post |
| **Salary Scale** | Competitive, dependent on experience |
| **Working Pattern** | 9am – 5pm, Monday to Friday with one hour for lunch |
| **Reports To** | Associate |
| **Management Responsibility for** | None |

**Main Duties and Responsibilities**

* The provision of a comprehensive, quality service to clients of the firm in all aspects of Conveyancing, including sales and purchases.
* Independently taking responsibility for all aspects of a transaction.
* Ordering searches, property enquiry certificates, preparing registration forms etc.
* Examining and noting titles.
* Taking instructions on and dealing with missives.
* Regular reporting to clients by telephone, email and general correspondence
* Generating satisfactory levels of fee income in accordance with budget, time targets and regulatory controls and system practices of the firm.
* Adhere to the Financial policies and practices regarding time recording and feeing.
* Recording all time and fee promptly during and moving towards completion of transactions.
* Maintaining accurate records and databases

**Skills, Knowledge and Experience**

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| * Previous experience of working in a similar role; * Excellent attention to detail and the ability to deal with competing priorities and deadlines; * A commercial focus in managing workload effectively and efficiently; * Excellent interpersonal skills, both written and oral is essential; * Able to build professional relationships with clients and third parties; * A high level of accuracy and strong attention to detail; * Good working knowledge of Microsoft Office applications. |
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| If you wish to apply for this role, please send your CV to include your salary expectations, via e-mail to [recruitment@murraybeith.co.uk](mailto:recruitment@murraybeith.co.uk) |
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