

# Paralegal – Property and Dispute Resolution

<b>Term:</b>	Contract
<b>Working hours:</b>	Full-time
<b>Reports to:</b>	Partner
<b>Practice group:</b>	Property and Dispute Resolution

## The firm:

CBG Law is a modern, dynamic and forward thinking law firm with over 25 years' experience of doing the very best we can for our clients.

Although real estate is our speciality, we offer a full range of complementary legal services including dispute resolution, leasehold enfranchisement, company and commercial and employment. We have considerable experience in the hospitality and leisure sector acting for both landlords and tenants when taking premises in large scale developments and on the high street.

## The departments:

Property is at the heart of what we do and as experts in all aspects of commercial and residential property law we assist a mix of private individuals and developers with all their property needs. The team covers the acquisition, financing, letting and disposal of a variety of premises from mixed use high street buildings to multi-let shopping centres.

Our Dispute Resolution department provides legal advice across all manner of contentious matters including general commercial litigation, but with special emphasis on property related disputes. This department also specialises in leasehold enfranchisement. With years of experience we are able to provide the advice that assists our clients with their general needs relating to disputes but in particular, their needs in property disputes.

## The role:

To provide high quality paralegal support to the firm's property and dispute resolution teams. You will be required to provide a mixture of administrative and legal assistance and, under supervision, work on a variety of matters.

## Responsibilities:

- File opening in accordance with the firm's procedures and liaising with clients in respect of the same;
- Attending and supporting at client meetings;
- Typing and amending attendance notes, letters, board minutes and other documents as required;
- Assisting with due diligence, lease reports and title reports;
- Preparing first drafts of documents using agreed standards and the firm's precedent library;
- Undertaking legal or other research and writing articles;
- Preparing engrossments;

- Preparation, under supervision, or SDLT Land Transaction Returns and filing the same;
- Assisting fee earners with exchange and pre-completion matters including invoicing, preparation of completion statements and requesting mortgage funds;
- Dealing with all aspects of post completion to include registration of transactions at Companies House and the Land Registry and issuing deeds to Lenders and/or clients;
- Financial and file management including closing of files in accordance with the firm's procedures;
- Dealing with ad hoc enquiries raised by clients in relation to the management of their file;
- Preparation of trial bundles and indexes;
- Filing documents at court;
- Assisting with disclosure;
- Research and preparation of attendance and meeting notes;
- Assisting generally at court hearings;
- General office and administrative duties including photocopying, scanning, filing and data entry.

**Required experience, skills and attributes:**

You will have:

- A degree or professional qualification;
- Excellent IT literacy, including familiarity with Microsoft Office;
- Excellent written English;
- Attention to detail;
- Excellent organisational skills with an ability to work and prioritise systematically and methodically managing multiple tasks to successfully meet conflicting deadlines;
- Ability to communicate effectively with people at all levels;
- Ability to work independently and as part of a small dedicated team;
- Enthusiastic and proactive attitude to work;
- Ability to meet deadlines and work under pressure;
- An interest in marketing and business development.

If you wish to apply for this role please forward a CV and hand written covering letter to [info@cbglaw.co.uk](mailto:info@cbglaw.co.uk).

*Please note that this job profile is not an exhaustive list of duties but merely an outline of the key components of the role. A training contract is not currently on offer. You may be required by your line manager to take on additional responsibilities when requested.*