

Trainee Paralegal

Role	Trainee Paralegal
Location	Coventry
Contract	Full Time Permanent
Salary	Competitive plus benefits

Purpose

We have an exciting opportunity for a Trainee Paralegal to join our growing and busy Residential and Commercial Property departments. You will be tasked with providing support and assistance across both departments. This is an exciting opportunity for a motivated person to play a key role in assisting our team of expert legal personnel within a friendly and supportive team environment.

Responsibilities

- Audio & copy typing, emailing, photocopying, filing of letters, emails and documents
- Completing forms and drafting documents (with supervision).
- Operating electronic search system making applications to the Land Registry.
- Running matters on Tikit and following file procedures.
- Updating file checklists.
- Dealing with Money Laundering procedures including scanning client ID into Tikit and electronic verification and identification within Office Procedures.
- Produce completion statements.
- Preparing and submitting Land Registry applications.
- Submitting Stamp Duty returns
- Producing invoices and slips for transfers.
- Undertaking inhouse training and any set or required development.
- Speaking to clients and professional contacts, personally and by telephone, answering queries, giving information and making appointments.
- Reception cover when required.
- General conveyancing administration, assistance and support.

Requirements/Experience

- Audio typing
- Computer literacy
- Knowledge of conveyancing procedures
- Understanding of case management and accounts system
- Ability to deal with clients and business contacts in a professional manner

Benefits

- 23 days holiday with 1 day off for your birthday as an additional day.
- Holiday increase with each year of service.
- Long service awards
- Pension
- Dress down on the last working day of the month
- Free/subsidized legal fees

- Company sick pay
- Cycle to work scheme
- Eyecare vouchers
- Flu jab voucher
- Refer a friend scheme