

Job Description – Paralegal Assistant
Department: Commercial Property
Reporting to: Kate Bullen, Head of Department



Overview:

The Commercial Property team are well known and respected in the local area. They wish to recruit a dynamic and tenacious paralegal to join their fast-growing team. This is an exciting opportunity to become part of a successful and respected team.

This candidate should be experienced and have spent at least one year working as a property paralegal in either a residential conveyancing or commercial property team. Commercial property experience is not essential as we, as a team, are willing to train but this candidate must have an understanding of and experience of property transactions at all stages. An ability to work independently and under pressure with great communication and organisational skills is preferred.

The successful candidate will have the opportunity to work with and learn from experienced solicitors on a diverse range of matters. AFG Law as a firm is passionate about its people. The right candidate will have the ability to study and follow a paralegal apprenticeship if desired.

As a Paralegal within the Commercial Property team, you will play a vital role in assisting our fee earners in running transactions. The successful candidate will be responsible for drafting documents, such as leases and contracts, preparing reports as well as being a point of contact for clients and parties on a transaction. They will also have conduct of certain matters which will be overseen by solicitors in the team (if needed).

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Key Duties and Responsibilities:

- Conduct legal research and gather information relevant to matters.
- Assist with the drafting and preparation of legal documents, contracts, and correspondence.
- Maintain and organise case files, documents, and records.
- Liaise with clients and third parties as directed by the fee earner.
- Assist in the preparation for meetings.
- Assist with document management and electronic filing systems.
- Oversee administrative tasks, including scheduling, billing, and document retrieval.
- Provide general support to fee earners within your department.
- Stay updated on changes in laws and regulations affecting the firm's practice areas.
- When, or if, suitably experienced, manage a small caseload of appropriate files.

Qualifications and Skills:

We are looking for a highly skilled candidate with the following qualifications and skills:

- A degree or equivalent level qualification, or 1 years' experience in a law firm undertaking property work.

JOB DESCRIPTION – Paralegal

- Knowledge of legal procedures, terminology, and documentation.
- Strong research and analytical skills.
- Proficiency in legal research tools and software.
- Excellent written and verbal communication skills.
- Attention to detail and strong organisational abilities.
- Ability to work well under pressure and meet deadlines.
- Professional demeanor, discretion, and the ability to maintain confidentiality.

Employee Benefits:

Following the successful completion of a three-month probation period, the successful applicant will benefit from:

- 25 days' annual leave, in addition to bank holidays
- Additional leave for your length of service
- 1-day annual leave for your birthday
- 1-day recharge day
- 2 Volunteer days – Paid leave each year to participate in volunteering activities
- The opportunity to buy and sell annual leave
- Annual Christmas company shutdown
- Attendance bonus
- Social Committee events
- Innovation Group contributions to help build better ways of working
- Employee gift scheme for important dates and milestones
- Refer a client incentive
- Refer a colleague incentive
- Continuous learning and development opportunities
- Flexible working – subject to business needs and your role within the Firm
- Hybrid working – subject to business needs and your role within the Firm