



## Paralegal: Lease Extension

### *Real Estate & Projects – Birmingham*

#### **The Firm**

Devonshires has been based in the City of London for more than 150 years. From our offices in London, Leeds, Birmingham, and Colchester we provide legal services throughout England and Wales. Our clients range from some of the world's largest multi-national corporations to private individuals. We act for a significant number of charities, housing associations and Regulators. We would describe ourselves as "full service" with specialists in Commercial/Corporate, Civil Litigation, Housing, Employment, Real Estate & Projects & Property Development. Over the past few years, we have grown significantly and now have approximately 350 employees and a growing international reach.

#### **The Team**

The Real Estate team is at the heart of Devonshires' business. Within the Team, there are 18 dedicated partners working on a wide variety of property transactions with a broad range of clients from registered providers of social housing and care homes, through to private developers, acting on sites and developments from a handful of units to thousands, to portfolio and street property acquisitions and disposals.

#### **Job purpose**

We are looking for someone with strong analytical skills, excellent attention to detail and who is able to manage their own caseload with accuracy and a highly efficient level of time management. This is a demanding role that will require flexibility and the ability to successfully prioritise competing demands.

The successful candidate will gain excellent exposure to a broad range of property work in a busy and friendly team. We believe strongly in investing and training our staff and the successful candidate can expect the opportunity to expand on and further develop their existing knowledge.

#### **Main Duties and Responsibilities:**

*This is not an exhaustive list and from time to time it may be necessary to vary these to meet the department and business needs.*

- Manage own caseload of high volume voluntary lease extension matters
- Assist the supervising solicitor with statutory lease extensions
- Manage own caseload of property sales, handling both shared ownership and outright sales
- Deal with all aspects of post completion including dealing with requisitions
- Ensure timelines and deadlines are met and adhered to
- Set up and maintain online document rooms
- Provide clients with monthly or weekly progress reports and regular invoices
- Manage a large number of deadlines relating to a variety of transactions at any one time
- Carry out legal research as and when required
- Communicate positively with clients and other parties both on the telephone and by email and manage a range of clients resourcefully
- Organise and maintain tidy and accurate electronic files (hard copy files when required)

- Provide support and assistance to fee earners within the team as and when required
- Follow department procedures, the Solicitor's Accounts Rules and the Firm's policies and procedures as detailed in the Office Manual

## Person Specification

### Essential skills and requirements

- You will have an appropriate degree in Law or equivalent (or appropriate conversion) or an appropriate subject
- You will have good experience in a similar role and possess solid drafting skills
- You will have experience in dealing with lease extensions
- You will have experience in dealing with post completion
- You take a methodical approach with good attention to detail
- You are competent in all MS applications including Word, Excel and Outlook
- You are client focussed, have an approachable manner and excellent communication skills
- You are able to work with limited supervision

### Desirable skills / future requirements of the role

- Any experience of dealing with developers and/or housing associations (both traditional RPs or 'for profit' providers) would be an advantage
- Assignments, staircasing, right to buy / right to acquire and any other related legal property work
- Dealing with acquisitions and disposal of residential properties
- Completing SDLT (Stamp Duty Land Tax) returns

If you would like further details or wish to apply for this position please email your CV and covering letter direct to [support.recruit@devonshires.co.uk](mailto:support.recruit@devonshires.co.uk) and complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

**All recruiters must submit their candidates' CV via our HR team or using the recruitment inbox listed above. Only HR can agree terms of business with third parties, provide the appropriate privacy notice to be shared with candidates and ensure that the firm maintains its commitments to LEXCEL, ISO27001 and Equality Diversity & Inclusion.**

*Devonshires Solicitors LLP is committed to providing equal opportunities in employment and to providing a workplace free from discrimination and harassment. As such all job applicants, employees, partners and third parties who come into contact with us, will receive equal treatment, regardless of age, disability, gender identity, marriage and civil partnership, trade union activities, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. We welcome applications from groups where we are currently under-represented. For this reason, we ask that all candidates complete the [recruitment monitoring survey](#) in complete confidence for statistical purposes in order that we can effectively monitor how well our Diversity procedures are working. To review our policies on Diversity & Inclusion and Dignity at Work please visit our recruitment pages at [www.devonshires.com](http://www.devonshires.com).*