**Conveyancing Paralegal**

OPR Resourcing Specialists are currently recruiting for a leading Law firm who have multiple offices across Surrey and London. They are looking to recruit a Conveyancing Paralegal with at least two years’ experience. This is an urgent position and is based out of the Redhill office.

**Responsibilities**

To undertake fee earning work supervised by the Fee Earners and meet the billing targets associated with this. The role will involve supporting the busy Residential Conveyancing team at our Redhill Office in carrying out administrative functions in a timely and accurate manner.

**To undertake a range of duties that will include:**

* Opening and closing files
* Issuing contract papers on sales, including issuing papers on plot sales
* Assisting with exchanging of contracts
* Assisting with completions and post completion work
* Liaising with clients, agents and stakeholders in person by the telephone and in writing
* Dealing with enquiries and preparing replies
* Preparing and drafting legal documentation
* Conducting searches
* Checking searches and mortgage offers
* Preparing completion statements and bills
* Preparing pre-completion paperwork, including issuing notices to complete on plot sales and providing accompanying paperwork
* Preparing completions on sale and purchases
* Preparing SDLT Forms and Land Registry Applications and dealing with post completion matters

**We are looking for candidates with the following skills and experience:**

* The ideal candidate will have a minimum of 2 years’ experience of working in a Residential Conveyancing department.
* Strong attention to detail and good drafting skills
* Conscientious, hardworking, with developed critical thinking abilities and excellent communication, organisation and analytical skills
* Ability to work to strict deadlines, targets and client protocols while maintaining high standards in terms of accuracy and quality

**Excellent benefits to include:**

* 22 days holiday increasing to 25 (1 per day)
* An extra day off for your birthday plus voucher
* Contributory Pension Scheme
* Private Medical
* 4 x Death in Service
* Childcare Vouchers
* Discount on Legal Services

Thank you for taking the time to apply to OPR Resourcing Specialists. If your application is successful you will be contacted within 7 days. We apologise but due to the high volume of applications we receive we are unable to provide feedback on individual CV's.

Please note that by applying for the above job it will be understood that you accept our Terms of Business and Privacy Policy which can be found on our website on the page "Find A Job".