

PROPERTY, PARALEGAL, LEGAL SECRETARY - 5 YEARS+ EXPERIENCE



Harold Benjamin is looking to hire an experienced paralegal, or legal secretary to join our property teams. Harold Benjamin advises on both commercial and residential matters.

Your duties will include preparing and submitting applications to the Land Registry via the LR Portal; submitting SDLT forms to HM Revenue & Customs electronically and have a working knowledge of the most common SDLT reliefs that can be claimed. You will also be required to submit applications to register charges online to Companies House. You will have experience of working for lenders.

You will be required to undertake general file management (including filing, file opening and archiving (including ensuring zero balances on files), correspondence, diary management, fulfilling AML requirements; take and make telephone calls.

We are looking for someone who can provide full administrative support to fee earners, including typing and producing/sending letters

and emails and amending complex documents drafted by their allocated fee earner, preparing bills and completion statements.

Due to the nature of the work, you will be asked to support different or multiple teams and we are looking for someone who is able to work well in a team setting, take instructions and be able to work autonomously if needed. You must have the ability and flexibility to work as a member of a team and to work constructively with our technology.

Harold Benjamin has a dynamic work environment. If you are meticulous, and have a “can do” attitude, then we would like to hear from you.

— **This is a full-time role. Salary and benefits are available on application.**

— **Please send your CV to recruitment@haroldbenjamin.com.**