

## **Commercial Real Estate Paralegal, Harrow**

### **About the firm:**

Harold Benjamin is a well-established commercial real estate law firm that also specialises in business law and private client services. With offices in Harrow and Central London, we offer services in areas such as commercial property, banking and finance, property development, property litigation, landlord and tenant, and insolvency and restructuring. With a strong reputation and commitment to delivering expert legal services, our experienced team provides tailored solutions to meet the diverse needs of individuals and corporate clients.

### **Qualifications and Experience:**

Experience:

- Minimum 1 year
- Must have a commercial real estate, asset management, landlord and tenant background

**Salary:** Competitive

**Location:** Harrow, London. May be required to attend our Central London office as and when necessary.

**Hours:** Full time (this is not a remote role)

**Role overview:** This role offers an opportunity to work in a dynamic legal environment, contributing to significant commercial real estate transactions and gaining valuable experience in the field. Supporting fee earners in managing real estate transactions, from drafting and reviewing contracts to conducting title searches and assisting with due diligence, this is the ideal role for someone who has a solid understanding of commercial real estate law.

### **Principal responsibilities**

- Preparing documents including reports, communicating with clients, and liaising with solicitors, conveyancers, and other third parties.
- Handling incoming and outgoing telephone calls while assisting in the management of workflows for designated fee earners.
- Proficient in preparing and submitting applications to the Land Registry through the Land Registry portal.
- Skilled in preparing and electronically submitting SDLT forms to HMRC.
- Experienced in navigating the Companies House website.
- Competent in using DocuSign or similar electronic signature platforms.
- Proficient with the Microsoft Office Suite including Word and Excel
- Demonstrates the ability to collaborate effectively within a team and adapt to the use of our technologies in a constructive manner.

### **Additional details and responsibilities**

- You will be responsible for undertaking debt and disbursement recovery, overseeing general file management tasks (including file opening, filing and archiving while ensuring zero balance on files), handling correspondence, diary management, and ensuring compliance with AML requirements.
- You must be capable of performing a comprehensive range of typing and administrative tasks, including drafting and sending correspondence (letters and emails), amending

complex documents prepared by the allocated fee earner, and preparing bills and completion statements.

- You will report directly to the assigned team leader, unless otherwise specified, and may be required to support other team members. Collaboration with other Paralegals or Administration Assistants within the firm may also be necessary.
- Under supervision, you will assist various teams within the firm, supporting clients when needed. The number of team members you assist may also fluctuate over time.

**Person specification:**

- Excellent oral and written communications
- Ability to handle telephone calls and manage enquiries effectively
- Demonstrates a meticulous and thorough approach with exceptional attention to detail
- Exhibits a positive, approachable, and proactive attitude.
- Capable of thinking critically and acting swiftly in dynamic situations.
- Strong teamwork skills, with the adaptability to collaborate effectively with colleagues.
- Proficient in utilising online resources for research and information gathering.

Please respond with your most up to date CV to [recruitment@haroldbenjamin.com](mailto:recruitment@haroldbenjamin.com)