

## **Chartered Legal Executive – Commercial Real Estate**

### **About the Firm:**

Harold Benjamin is an established commercial real estate law firm based in London. We specialise in commercial property, banking and finance, property development, property litigation, landlord and tenant, insolvency and restructuring. We offer corporate legal advice and private client services. Our experienced team provides tailored solutions to meet the diverse needs of individuals and corporate clients.

### **Qualifications and Experience:**

Professional Qualification: Chartered Legal Executive (FCILEX or ACILEX) accredited by the Chartered Institute of Legal Executives (CILEX).

Experience: a minimum of 3 years post-qualification experience (PQE) in commercial real estate law, including asset management, landlord and tenant, and property transactions.

**Salary:** Competitive

**Location:** West End, Central London

**Hours:** Full-time (office-based)

### **Role Overview**

We are seeking a highly motivated and experienced Chartered Legal Executive (CILEX) to join our dynamic commercial real estate team in London. This role offers the opportunity to work on a diverse range of property matters, acting for clients on commercial transactions including acquisitions, disposals, leases, and development projects. The successful candidate will be confident managing their own caseload and delivering clear, commercially focused legal advice.

### **Key Responsibilities:**

- **Property Transactions:** Manage and oversee commercial real estate matters, including acquisitions, disposals, landlord and tenant work and development projects.
- **Client Liaison:** Act as a point of contact for clients, delivering pragmatic legal advice and maintaining strong professional relationships.
- **Document Drafting:** Prepare and review a range of legal documents, including contracts, leases, agreements for lease, and licences.
- **Due Diligence:** Undertake and coordinate property due diligence, including title reviews, searches and raising enquiries.
- **Regulatory Compliance:** Ensure all transactions comply with relevant legal and regulatory requirements, including anti-money laundering (AML) obligations.
- **Team Collaboration:** Work effectively with colleagues including partners, solicitors, paralegals and support staff, aiding seamless case progression.
- **File Management:** Maintain accurate, up-to-date files and records in line with internal procedures and quality standards.

## **Person Specification:**

### **Essential:**

- **Qualification:** Chartered Legal Executive (CILEX), with at least 3 years post-qualification experience in commercial real estate.
- **Technical Knowledge:** A strong working knowledge of commercial property law, landlord and tenant law and transactional procedures.
- **Communication Skills:** Excellent oral and written communication skills, with the ability to present advice clearly and concisely.
- **Attention to Detail:** A high standard of accuracy and a methodical approach to case management.
- **Client Focused:** A professional, client-facing manner with a commitment to excellent service delivery.
- **Collaborative Approach:** The ability to work effectively as part of a team and contribute to team goals.
- **IT Proficiency:** Competent in the use of legal case management systems and Microsoft Office applications.

### **Desirable:**

- The ability to support and mentor junior staff or trainees within the team.

This role is an excellent opportunity for an ambitious legal professional to further their career within a highly respected team, with opportunities for progression and client engagement.

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