NelsonBridges

https://nelsonbridges.com/job/property-litigation-paralegal/

Property Litigation Paralegal

Hiring organization
Neslon Bridges

Employment Type
Full-time, Permanent

Duration of employment
Permanent

Industry
Legal

Job Location
Birmingham , West Midlands

Base Salary
£ 24,000 - £ 30,000

Date posted
31/01/2023

Description

Job Role: Property Litigation Paralegal

Location: Birmingham

Firm: A firm that continuously provides an excellent, professional service.

Role Details:

Our client who specialises in the Residential and Commercial sector is looking to strengthen its Property department by appointing a Property Litigation Paralegal on a permanent, full-time basis.

You will be given responsibility and support to help you develop your professional skills, and you will be encouraged to think strategically, use initiative, and sound judgment.

Duties include:

- Assisting the head of the department
- Reviewing leases and dealing with landlord & tenant disputes
- Assisting fee earners with breach matters
- Preparing court applications via form N244 to assist county court money claims
- Assisting with client instructions and liaising with clients to obtain further information to progress the case
- Obtaining title information from the Land Registry and analysing the documentation to advise your colleagues and clients
- Drafting and serving formal demands, contractual and statutory notices
- Assisting in drafting pleadings, supporting witness statements in support of court applications Preparing statements of costs, cost budgets, and disclosure lists;
- Enforcing judgments via HCEO/bailiff

Skills/Experience:

- 1-3 years of experience in Property Litigation/Landlord & Tenant long lease disputes
- A working knowledge of the Civil Procedure Rules, a familiarity with leases, enforcement of judgments, and insolvency
- Excellent but concise communication skills, both orally and in writing
- Strong organisation and administration skills, with the ability to prioritise workloads effectively
- A friendly and personable approach with colleagues and clients and an ability to deal with matters sensitively and explain complex issues to clients
- Strong IT and document management skills, including Microsoft Outlook, Word, Excel and PowerPoint, Adobe, and an ability to pick up new systems quickly

For more information, contact our team today.