Job Advertisement

Paralegal - Real Estate Litigation – Birmingham

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Eversheds Sutherland

26 reviews

Region

EMEA

Practice group

Litigation & Dispute Mgmt

Office

Birmingham

Position type

Fixed Term

Summary

About Eversheds Sutherland:

Eversheds Sutherland represents the combination of two firms with a shared culture, values and commitment to client service excellence. We are each known for our commercial awareness and industry knowledge and for providing innovative and tailored solution for every client.

As a full service law practice, we act for the public and private sectors across the UK, Europe, Middle East, Africa, Asia and the US, providing legal advice to clients across its company commercial, human resources, litigation and dispute management, and real estate practices.

With 69 offices across 34 countries worldwide, we have become one of the largest law practices in the world and a great place to work and develop your career.

The Team

Our market leading, Band 1 ranked (Legal 500 and Chambers) Real Estate Litigation team advise on all property related disputes and contentious portfolio and asset management issues. Advising owners, developers, investors, management companies, end users and others in the development process; the team is instructed on a wide range of matters from asset management of nationwide portfolios to high profile court battles over iconic developments, and are behind some of the world’s biggest names as they protect their real estate interests.

The team are supported by the resources of a progressive, international firm and an award winning project management system that allows them to deliver better results for their clients.

The Role

- You will receive high quality training and supervision to quickly enable you to build up a significant case load of your own, and assist other senior team members with tasks on other matters
- Dealing with the contentious aspects of business property lease renewals, acquisitions and disposals including the service of contractual and statutory notices and the issuing and management of court claims.
- Dealing with cases that involve bringing or defending claims relating to tenant compliance, such as rent arrears cases and other breach of covenant claims
- Extensive contact with clients and intermediaries in order to progress your matters and seek and receive instructions

Skills and experience:

- A committed team player demonstrating a proactive “can do” attitude
- Excellent communication and organisational skills, with the ability to prioritise workloads effectively
- The ability to meet deadlines (a key part of this role)
- A logical and methodical approach to tasks, with an eye for detail and accuracy
- Self motivation
- Dedication to delivering excellent client service at all times
- Ideally, some previous hands-on experience of working as a paralegal/legal assistant within commercial real estate litigation legal team, although those with paralegal experience in commercial litigation and/or real estate will also be considered.
- Excellent academics

Eversheds Sutherland

Talitha Guy

94 dimmingsdale bank,

Birmingham,

B32 1ST

Tuesday 26th October 2021

Evershed Sutherland

115 Colmore Row,

Birmingham,

B3 3AL

To whom it may concern,

I am writing in regards to the real estate paralegal position advertised online.

My interest in law stemmed from working in an immigration law firm as a personal assistant, helping individuals with their personal lives and making them feel comfortable with leaving their problems in my hands. This means that the client trusts and relies on myself to take lead on their case. Law is an area which I have always been fascinated by, mainly because of the vast array of topics covered and the massive implications law has upon our everyday lives. I have seen myself as a person who is willing to prosper in the knowledge of modern Business and Legal studies.

I have previously worked within the immigration and property law sector, however, this job role grasped me because it is real estate law which I am extremely keen to gain knowledge. There's always room for improvement, knowledge and understanding and I feel this is something this company can offer. I enjoy working with others in order to achieve a splendid outcome. Working with a team is not only about getting the job done, it's also about building relationships with colleagues and becoming a strong team within the whole company. It's nice when everyone can get along and get the work done at the same time.

With my skills and knowledge, I believe that I will be a compliment to your organisation. I have experience working alongside fee earners and liaising with courts and solicitors for any information required for a case. I have experience managing fee earner diaries, travel documents and proof reading letters and contracts. With over 4 years of admin skills, I am not shy when it comes to using software systems and most importantly I am a committed individual when it comes to having tasks and getting jobs done. Being organised is part of my personality.

This company is very interesting as it is an international law firm with 66 offices in 32 countries across the globe. Not only does Eversheds Sutherland deal with real estate, they also offer legal advice in many more sectors which is impressive. I am also delighted to congratulate the company on their 1st year anniversary of achievements.

I have attached my CV for you to learn more about my skills and qualifications. Thank you for your time and I hope to hear from you.

Yours sincerely,

Talitha Guy

Talitha Guy
94 Dimmingsdale Bank, Quinton, B32 1ST
Talithaguy@outlook.com
07713636989

Personal Summary

A reliable, organised and highly experienced Administrator who can multi-task, handle pressure, work as part of a team and carry out administration duties independently. With enthusiasm and a team focused style, I enjoy using my extensive administrative experience to continue to hone my organisational and problem-solving skills.

Key Skills

- Ability to work under pressure and meet tight deadlines.
- Outstanding organisation, administration, and communication skills.
- Excellent attention to detail and time management skills.
- Customer focused.
- Punctual, reliable, resourceful, and always on task.
- Excellent and proven I.T skills.

Employment History

DWF LLP
June 2018 – January 2019 (Fixed Term Contract - maternity cover)
Legal Costs Lead Administrator

- Setting up new client instructions on an electronic case management system (Visual Files).
- Ensuring the admin team files were up to date and complete
- Verifying the admin teams level of work and assisting them when necessary.
- Completing all client instructions within set deadlines to avoid SLA breaches.
- Liaising with Courts and Solicitors for required information.
- Prioritising and allocating cases to Fee Earners.
- Managing multiple electronic diaries up to date with all court hearing dates.
- E-mailing Solicitors with daily hearing reminders.
- Handling and distributing incoming and outgoing post.

DAC Beachcroft Solicitors
May 2017 – May 2018 (Fixed Contract)
Legal Data Junior Administrator

- Setting up new client instructions on the client's case management electronic insurance portal system.
- Dealing with client issues quickly and effectively and developing and maintaining strong relationships with internal and external clients.
- Inputting high volumes of claim data onto case files accurately.
- Documenting instructions within a timely manner to avoid files breaching SLAs.
- Liaising with Courts and Claimant Solicitors in order to clarify received or missing information.
- Handling confidential information in line with the firm's data security protocols.
- Providing administrative assistance and advice as and when required.

B&Q
February 2016 – February 2017 (Temporary Position)
Showroom Advisor

- Meeting and greeting customers in a polite and professional manner.
- Building strong working relationships with customers.
- Providing excellent customer service at all times.
- Managing and resolving customer queries proactively.
- Recommending items and products to customers and creating bespoke kitchens.
- Assisting clients in decorating and styling their kitchen or bathroom, using a bespoke computerised software.
- Stocking shelves and manging stock levels.
- Keeping the showroom department clean and tidy.

Kingsbury Training Centre Ltd
November 2013 – July 2014
Office Administrator

- Acting as the first point of contact for incoming telephone, e-mail or face-to-face enquiries.
- Meeting and greeting visitors and guests to the office.
- Handling confidential and sensitive student information in a professional manner.
- Using Excel spreadsheets to input and manage all student and course information accurately.
- Managing office compliance administration, including collating and verifying ID, right-to-work documents, bank statements for prospective students.
- Liaising with a range of third parties, including the Police or Social Workers, when required.
- Assisting with filing and archiving paperwork.

Quick Pursue Solicitors Ltd
October 2012 – October 2013
Legal Administrator / PA

- Managing and resolving incoming telephone and e-mail enquiries from clients.
- Managing and administrating multiple client immigration case files.
- Inputting high volumes of confidential information accurately.
- Setting up new client case files using a dedicated Home Office portal system.
- Reporting the progress of cases to clients and legal representatives.
- Communicating with the Home Office for information regarding clients and cases.
- Managing the Solicitor's diary and coordinating client and Court appointments.
- Liaising with the Civil Courts when necessary.
- Managing the filing system for all case files.
- Handling general administrative duties using Microsoft Word and Excel.

Education and Qualifications

Open Study College
Jan 2020- Jan2021
Level 4 Skills for the workplace

Sutton Coldfield College
September 2011 – June 2013
Level 3 Diploma in Business Administration
Level 2 Customer Service
Level 3 Diploma in Health and Social Care

Aston Manor Academy
September 2006 – June 2011
6 GCSES studied and passed at grades A*-C

English Literature - A*
English Language - C
Maths - B
Science - C
Information Technology - A*
French - B

Hobbies and Interests

In my spare time, I enjoy taking part in regular yoga classes and going for a job at my local park. I have a interest in reading books based on postitve mindsets and manifesations.

References

Aavailable upon request