

Legal Assistant – Real Estate

Practice group/Global Operations team: Real Estate

Full time/Part time: Full time

Position type: Permanent & Fixed Term

Location: Cardiff

About Eversheds Sutherland:

Eversheds Sutherland represents the combination of two firms with a shared culture 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 firm, we act for the public and private sector across the UK, Europe, Middle East, Africa, Asia and the USA 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 firms in the world and a great place to work and develop your career.

The Team

Eversheds Sutherland is the largest and most successful supplier of equity release services to the financial services institution sector. With over 15yrs experience, we are the largest UK law firm committed to providing the complete range of equity release legal services, advising on product development, set-up documentation, regulatory issues and conducting the conveyancing work on origination, while dealing with issues that may arise.

Our team provide full service support, have experience in handling high and varying volumes of cases and phone calls, working to tight deadlines and providing consistency in service and quality. It is important that the teams are able to deliver fast, hassle free service time and time again, whilst maintaining brand value. We operate a tiered team structure, taking into account experience and complexity of tasks and enabling a structure for personal development.

Eversheds Sutherland is recognised for our innovative thinking, its willingness to challenge industry norms and its client-centred approach to delivering results. This has produced a vibrant career environment - one that offers you the training, resources and opportunities to develop your talent and achieve your full potential.

The Cardiff office offers a number of activities and well-being programme, including onsite yoga, reflexology, chiropractor, bicycles to use, as well as an excellent staff restaurant. There is an active Charity Committee, recently awarded Corporate Responsibility firm at the Wales Legal Awards, who have a rolling programme of charity events, to include quiz nights, volunteer days to name but a few, while also supporting the local community and nominated charities.

Why Cardiff?

Cardiff, Wales' capital city has a diverse population of around 300,000 people. The city is very well connected with excellent commuting links across the UK, particularly to London, where many of our clients are located. Cardiff is also recognised as one of the best cities in Europe to live, with excellent

work life balance, social activities and an affordable housing market. This city is ideal for young people starting their careers and those with families looking to grow.

The Role

The role of Legal Assistant within the property and projects team will include (but not limited):

- Management of own caseload with supervisory support
- Reviewing land registry documentation
- Completing and reviewing client documentation
- Communication with third parties, including Solicitors and clients
- Working to client SLA's while ensuring regulatory compliance
- Dealing with ad hoc queries and client related administration
- Working closely with supporting teams.
- Maintaining accurate records and management of files on case management system

Skills and experience:

The successful candidate will hold experience either through working in a conveyancing or commercial property environment or through completion of the LPC. An advantage to have gained additional practical experience that would assist the candidates with the specific elements of the role as outlined.

You will be a committed team player with excellent communication and organisational skills as well as being able to meet strict deadlines. You will also have the ability to work under pressure, dealing with high volumes, while being flexible and resilient. You will have excellent attention to detail and a demonstrated ability to work effectively and independently.

We're a modern, progressive law firm, who have built a culture where individual skills and personalities can shine through. At Eversheds Sutherland, we believe that innovation comes from a culture of genuine equality and diversity and we are happy to discuss any reasonable adjustments individuals may require in the recruitment process, or once in post.

In addition to the above, Eversheds Sutherland also require awareness of and full participation in the Firm's commitment to equality and diversity, the environment and health and safety.