

Real Estate Legal Assistant Cardiff 12 month FTC

EVERSHEDS SUTHERLAND

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 solutions for every client.

As a full service law practice, we act for the public and private sector across the UK, Europe, Middle East, Africa, Asia and the US providing legal advice to clients across the Company Commercial, Employment, Labour & Pensions, Litigation and Dispute Management, and Real Estate practices.

With over 70 offices across 30 plus 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 Group

Real estate is at the heart of Eversheds Sutherland's business and forms approximately a quarter of our firm's work. We have one of the largest full service real estate teams of any global law practice and consistently ranked in directories worldwide. We apply real estate services to our clients' needs across the firm's sectors including Consumer, Financial Services, Education, Energy, Industrials, TMT, Health and Life Sciences and Real Estate.

The Team

We have one of the largest full service Real Estate teams of any global law practice and are consistently ranked in directories worldwide. We act for 62 of the FTSE 100, 58 of the Fortune 100 and 92 of the Fortune 200 and are also on the panels of 25 major international banks and several hundred global companies. Our landmark deals include the £1.2 billion acquisition and development financing of The Shard in London, securing a development agreement for Facebook's new 250,000 square foot European headquarters on London's Oxford Street, the \$1.6 billion acquisition of the landmark skyscraper 1285 Avenue of the Americas in New York City and advising one of the world's largest tech companies on its corporate office portfolio across EMEA and Asia Pacific.

Our Core Real Estate team works across the world, providing clients with the benefit of local representation coupled with national and international resource. As part of the Core Real Estate team based in Cardiff, we focus on advising numerous commercial real estate clients particularly within the corporate real estate, investor, finance and energy sectors.

The Role

Your duties will include:

- Assisting with day to day transactional work. The work will be primarily landlord and tenant, with a large degree of responsibility for routine estate management transactions but you will also be required to assist with disposals and acquisitions.
- Updating client reports, responding to client deeds queries, dealing with the administration of those title deeds and preparing title and lease reports.
- Assisting with the management of project data rooms.
- Preparing title packs and replies to Commercial Property Standard Enquiries.
- Undertaking post completion work by preparing SDLT forms and making Land Registry applications.

Skills and Experience

- Paralegal experience in an office environment is important and experience within a real estate department would be desirable but not essential
- Experience of dealing with your own case load and meeting and managing deadlines is desirable.
- You will possess excellent IT skills

Diversity and Inclusion

At Eversheds Sutherland, we recognise that having diverse talent across our business brings many benefits, and we are committed to accessing a wide range of views and thinking in all that we do. A culture of inclusion, where each person feels able to be their true self at work and reach their full potential is key. We recognise that bringing together the perspectives of individuals of all backgrounds, life experiences, preferences and beliefs is critical if we are to serve our global client base, people and communities as a leading global legal practice.

Should you require any reasonable adjustments to enable participation in the recruitment process, please contact us so that we can discuss how best to assist.

We are open to considering flexible working options for our vacancies. Whilst we are not able to offer flexible working across all of our roles, many of our people work flexibly in some way, and we would encourage you to talk to us about this during the hiring process if you would like to explore further.

We are a LGBT+ inclusive employer and are Stonewall Corporate Champions.