

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 **74 offices** across **35 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 a fantastic opportunity for a paralegal to join our thriving Corporate Real Estate team in Birmingham.

Our deal and client coverage is unparalleled – external commentators often refer to us as one of the largest Real Estate practices and there are very few firms that have such a varied portfolio of work.

Our Birmingham Corporate Real Estate team acts for a wide range of corporate occupiers including a large range of household names. We act on all property matters for these clients from their most strategic projects (such as HQ relocations) to their routine estate management transactions (licences, renewals, acquisitions etc.) – and everything in between.

We are constantly told by people in similar roles that, as a paralegal in our team you have the chance to get involved at all levels of transactions and have the opportunity to take on a degree of autonomy over your work which is often not seen in larger law firms. We aim to ensure you feel supported by the team and the environment to give you the confidence to take on more responsibility to enable you to develop and take your career further.

The Role

As part of this role you can expect to be involved in:

- Drafting and negotiating a wide range of transactional documentation including surrenders, lease renewals and licenses, freehold sales and acquisitions.
- Undertaking, reviewing and reporting on search results, title investigation and negotiated documents.
- Undertaking completions and managing the post-completion aspects of the transactions, including preparing SDLT Returns and making applications to Companies House and the Land Registry.
- Liaising with colleagues, lawyers on the other side of the transaction and clients.

Skills

- You will be a committed team player with excellent communication and organisational skills – working to client deadlines will be key to your role.
- You will have strong technical skills and excellent academic qualifications and be able to demonstrate your aptitude and attitude to delivering excellent client service.
- Experience in an office environment.
- Experience within a real estate department would be desirable, but not essential.

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.