



Conveyancing Support Paralegal

Role Details

Title:	Conveyancing Support Paralegal
Department:	Residential Property
Location:	Onsite – Head Office in Nuneaton
Working Hours:	Full time
Work pattern:	Monday to Friday
Salary:	Competitive - Dependent on experience

Role Summary

We are looking to recruit an experienced Conveyancing Support Paralegal to join our Residential Property Team at our Head Office in Nuneaton. This role provides an excellent opportunity for a detail-oriented and motivated legal professional to support our busy conveyancing department in delivering a first-class client service.

The successful candidate will assist with all aspects of residential conveyancing transactions from inception to completion.

Key responsibilities include providing quotations, updating clients, preparing documentation (such as contracts and transfers), maintaining case files in line with Conveyancing Quality Scheme (CQS) standards, submitting Land Registry applications, handling exchanges, and ensuring smooth completion processes.

What We Offer:

- **Career Growth:** Opportunity to develop your skills in a supportive and professional environment, with ongoing training and career progression opportunities.
- **Collaborative Team Culture:** Work alongside experienced legal professionals in a fast-paced and dynamic team.
- **Attractive Benefits Package:** Enjoy a range of benefits including a competitive salary, excellent holiday package, enhanced sick pay, free onsite parking, employee referral scheme, employee discounts, a pension scheme, and ongoing training.

What We're Looking For:

- A minimum of 12 months' experience as a support paralegal within a residential conveyancing department and can handle exchanges and setup completions independently.

- Ability to work efficiently in a fast-paced environment, meeting tight deadlines while maintaining high attention to detail.
- Strong typing and administrative skills, with proficiency in MS Word, Outlook, and case management systems.
- Excellent communication skills, both verbal and written, with the ability to provide a professional and friendly service to clients.
- Experience with digital dictation and a proactive approach to problem-solving.

This is a fantastic opportunity for a dedicated Conveyancing Support Paralegal to join a well-established firm and advance their career in a thriving legal practice.

To Apply

Please submit your CV with a covering letter to Mr Craig Everitt, Practice Manager, at: craig.everitt@ldjsolicitors.co.uk.