



PARALEGAL



ABOUT THE ROLE

Responsible for the conduct of dealing with legal queries and consents for the plot sales teams.

KEY RESPONSIBILITIES


These topics are considered equally important to the success of Redrow's business:

- Preparing legal documentation including but not limited to Deeds of Variation, Deeds of Rectification, Deeds of Release, Supplemental Agreements and/or consents for the plot sales teams;
- Taking instructions from the appropriate Division, plot conveyancer and/or company solicitor, as necessary;
- Completing legal agreements with buyers' conveyancers where necessary;
- Ensuring that the continuing professional development requirements of the appropriate professional body are met;
- Ensuring familiarity with Redrow Group's Health, Safety and Environmental policies and comply with employee responsibilities
- Complying at all times with company policies, procedures and instructions; and
- Implementing new ideas and methods and continue to seek ways of both improving contribution to the organisation's goals and enhancing the reputation of the company.

THE PERSON

What kind of person are we looking for?

- Computer skills including use of Windows and Microsoft Office and Excel
- Legal research skills – desirable but not essential

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- Good office administrative skills
 - Ability to work independently
 - Excellent spoken and written English
 - An understanding of IT systems and security
 - Ability to work under pressure, to deadlines and to prioritise
 - Ability to deal with confidential information
 - Ability to work with a wide variety of people.
 - Ability to develop and improve administrative systems

Experience:

A legal qualification would be preferable but not essential as training will be provided, however a good working knowledge of the conveyancing process is essential.

These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.