

Real Estate Paralegal

JOB SPECIFICATION

Gateley LEGAL

POSITION:	Real Estate Paralegal
LOCATION:	Leeds
CONTRACT TYPE:	Permanent

The ***role***

A position has arisen in our Leeds Real Estate team to support senior team members with a range of Real estate asset management work. The team act on a wide range of commercial real estate work and in addition have a growing number of telecoms instructions (supporting the UKs largest telecoms infrastructure provider) and a very strong pipeline of work for an EV charging operator.

The real estate sector, and particularly the telecom/EV sector, is buoyant - so a very exciting time to join indeed!

The work is expected to continue to increase due to technological advances and the need for new infrastructure, and renewals. You will be given an opportunity to broaden and develop your existing skills with a view to assuming greater levels of responsibility.

Duties will include providing a wide range of services to the Real Estate team including but not exclusively:

- Carrying out title due diligence and preparing reports on title.
- Drafting various estate management documents including leases, licenses, surrenders and deeds of variation;
- Negotiating and completing code compliant Telecoms leases and renewal leases;
- Working as part of a wider team on project involving multiple sites;
- Attending internal and external team / progress update calls and meetings;
- Contributing to internal and external training.

The ***team***

The Leeds team is friendly, supportive, and sociable and you can expect to be supported by the partners and senior team members and to work closely with other members of the paralegal team. The team also works hand in glove with our non legal property businesses Gateley Capitus, Gateley Hamer, Gateley Vinden, Gateley Smither Purslow and Gateley RJA which give it a unique market advantage with our clients.

The ***person***

We are interested in speaking with candidates who have a keen interest in law, a thirst for learning; enjoy working in a team and who have an eye for detail. Our successful candidate will have a degree in law and at least 2 years' experience working within Real Estate.

The ***benefits***

With support, coaching and feedback from some of the most engaging colleagues around our great development and progression opportunities will reward your commitment and loyalty. We offer a competitive remuneration package where you'll be rewarded for your individual performance with an opportunity to receive an annual bonus.

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In addition, we have a wide range of learning and development opportunities via our Learn platform to develop new skills and progress your career. Our My Flex comprehensive rewards package includes options covering annual leave (and the benefit of purchasing extra days), cycle to work, critical illness benefit, employee assistance programme, group personal pension, health care, season ticket loan and many more benefits (grade dependent). Finally, with Perks At Work/Home you can select a host of retail benefits that suit your needs alongside a Community Online Academy, free courses for all from fitness to coding to languages to hip hop dance.

We are ***Gateley***

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100 companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it. We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe, Trusted to Do and Working Together. Every year across the group, we recognise members of our team that have gone and above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

Diversity, inclusion and ***well being***

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/ life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

Additional Information

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.

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