

A man in a grey suit and white shirt stands in a modern office with large windows, gesturing with his right hand while speaking to a group of people seated around a table. A woman with blonde hair is visible on the right, looking towards the speaker. The office has a bright, airy feel with natural light from the windows.

Forward thinking
Straight talking

International Investment Team paralegal

JOB SPECIFICATION

Gateley / LEGAL

POSITION:	IPI Paralegal
LOCATION:	Manchester
CONTRACT TYPE:	12 month contract

The *role*

We are seeking a paralegal to play a key role in a dedicated project team managing the post legal completion stage of a high volume of new-build and off-plan residential conveyancing transactions. Residential conveyancing experience is essential - you will use a case management system, with full training and senior support provided. The role is based in Manchester.

The *team*

We are part of the wider International Property Investment team, originally established in Hong Kong, which specialises in acting for overseas investors purchasing new-build and off-plan properties in the UK. The team's work includes advising on buying and selling property, equity transfer, refinance, acting for overseas lenders in respect of new and existing mortgages, assignments and sub-sales. This role is focused on the post completion stage of the transaction. The team is based in Manchester and Hong Kong.

The *person*

Our successful candidate will be a personable, enthusiastic and confident individual with excellent organisational skills. They will also demonstrate the following attributes:

- Background in either new build or residential conveyancing is essential
- Strong communication skills, both written and verbal
- Strong numeracy skills
- Ability and willingness to learn
- Strong attention to detail
- An organised approach in managing time, work priorities and deadlines
- A strong team working ethic
- Good IT skills, ideally including previous experience of working with a case management system
- Discretion and professionalism at all times

The *benefits*

We offer a competitive remuneration package.

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 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.



Gateley / LEGAL