

**PARALEGAL – RURAL PROPERTY**

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| **Job Title** | Paralegal – Rural Property  |
| **Jobholder** | New post  |
| **Salary Scale**  | Competitive, dependent on experience  |
| **Working Pattern** | Part time: 3/4 days per week Full time will be considered.  |
| **Reports To** | Partner, Head of Rural Property Group  |
| **Job Purpose** | To handle a range of rural title registration work for farms and estates, as well as non-transactional trust and executry conveyancing.  |
| **Management Responsibility for** | None  |

**Main Duties and Responsibilities**

* Manage a busy caseload to provide a range of rural title registration work for farms and estates and non-transactional trust and executry conveyancing;
* Co-ordinate a range of registration projects across our Rural team for a wide client base;
* Support colleagues with transactional work as required;
* Proactively manage your own caseload and drive forward work for others within the team;
* Meet or exceed individual financial targets;
* Actively seek to build your professional network and promote MBM to external peers;
* Prepare articles and blogs for the website and press/ professional publications;
* Build good relationships internally, support junior colleagues and advise colleagues with different specialisms;
* Adhere to firm processes in relation to financial policies, time recording and AML compliance;
* Maintain accurate records on the firms document management system.

**Skills, knowledge and experience**

* Previous experience of working in a similar role;
* Excellent draughtsperson with attention to detail and the ability to deal with competing priorities and deadlines;
* A commercial focus in managing workload effectively and efficiently;
* Mindset to exceed team and client expectations;
* Excellent interpersonal skills, both written and oral is essential;
* Able to build professional relationships with clients and third parties;
* A high level of accuracy and strong attention to detail;
* Good working knowledge of Microsoft Office applications.

If you wish to apply for this role, please send your CV and Covering Letter, to include your salary expectations, via e-mail to recruitment@murraybeith.co.uk