



HOWARD KENNEDY

Your straightforward guide to working at Howard Kennedy

Paralegal, Real Estate - Residential Development Sales - 6 month FTC



Welcome message

There's something special about Howard Kennedy.

We can sum it up in a single word: Straightforward.

The market evolves constantly, as do our clients' needs. We must always be ready to meet these changing demands. Our clients are after a lot more than sound advice. They want experts who bring clarity to daunting challenges in areas. It's people who matter most to them – they look for someone they can work closely with, who understands their business and who is there for the long haul.

That's why it's important that people that come and work for us, and the same vision and values.

As a law firm we aim to provide straightforward legal advice to our clients in a world of uncertainty, and to be a place where people thrive and our values prevail.



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About us

We are a London based, full-service law firm, specialising in providing straightforward advice to entrepreneurial businesses and individuals on domestic and international matters. With over 150 lawyers in one location, we ensure our clients have the right team to help them get from where they are to where they want to be.

We advise major corporates and institutions as well as entrepreneurial, ambitious enterprises which are often privately or family owned, or private equity backed. As well as our significant business law capability, we are one of only a few London-based law firms with a large private wealth offering. Our clients find our straightforward approach a compelling alternative to larger, less personal firms.

Our values

Our values act as a built-in compass, guiding us in the way we behave, the things we say and the decisions we make.

Talk straight

Think smart

Be yourself

They point us in the right direction so that we can keep our firm's promise and grow our business.



Howard Kennedy at a glance

We have over 150 lawyers operating out of a single London office so we can be agile and responsive in our decision making and more collaborative in our working style.

375+

People

150+

Lawyers

55+

Partners

At least a quarter of our revenue comes from outside the UK. Our clients' needs often have an international component and the requirement is growing.

25%

International work

70+

Countries

2

International legal networks

Sectors and services

We are a full-service firm organised into 17 legal service teams and a focus on seven key sectors.

- Energy
- Investment Funds
- Media & Entertainment
- Private Wealth
- Real Estate
- Retail & Leisure
- Sport

£56.9m

2020/2021 revenue





Why Howard Kennedy

Work practices

We are a modern employer and strive to continually strengthen our inclusive, values driven culture to create a place where we belong and feel respected. The wellbeing of our people is of top priority and our strategy includes a focus on the physical, psychological, financial and relational wellbeing.

Training and development

Our aim is to provide the opportunities for our people to be the best they can be, to drive change and to meet our strategic objectives. There are established career frameworks in place for both lawyers and support services. We also run a top talent programme for both legal professionals and our business services teams. These are designed to enable our top performers to achieve their potential and ensure succession for key roles within the firm.

Responsible business

All businesses impact the world in which they operate in some way. While we have been undertaking a range of initiatives to encourage the positive and reduce the negative impact of everything we do for some time, we have recently formalised our approach. This was achieved through engaging with both internal and external stakeholders.

Wellbeing

The wellbeing of every employee at Howard Kennedy is important to us and the future of our business. This has been a particular focus for the management during the Coronavirus outbreak. The health needs of our people are supported through employer-funded private medical insurance, the Employee Assistance Programme, Occupational Health support and access to a 24/7

Job description

THE ROLE

This role will assist in the legal process of selling apartments and houses off-plan on behalf of large-scale residential developer clients. Generally, the team manages approximately 10,000 active files at any point. Typically, each development can range from 8 to 1,800 apartments. The team is made up of 22 members and is split into sub-teams which nominally look after specific developer clients.

The team is focused on providing an innovative, bespoke, premium service to clients. The type of work tends to be at the top end of the development scale and includes iconic city buildings such as The Heron, Pan Peninsula, and Embassy Gardens (Nine Elms). The team have been known to sell up to 250 apartments in one weekend on development launches and have also acted on innovative structures such as the sale of an apart-hotel for investment purchase.

CRAIG EMDEN, MANAGING PARTNER, HOWARD KENNEDY

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We're proud of our journey. Without losing sight of where we've come from, we are focused on where we're going. We are evolving and growing every day. And just like our clients, we are ambitious and moving forward.

Job title: Paralegal

Position Type: Fixed Term

Reports to: Head of Team

Benefits:

- Competitive salary
- 25 days annual holiday
- Permanent Health Insurance
- Life Assurance
- Interest free Season Ticket Loan
- Private Healthcare
- Pension Scheme
- Staff Introductory Scheme
- Employee Assistance Programme

ROLE RESPONSIBILITY

- Dealing with all aspects of the conveyancing sales process from start to finish, from compiling and sending out papers with exchange deadlines, to completions. This can be up to 100 files per day.
- Working alongside colleagues within the team to reach completion and exchange deadlines.
- Dealing with enquiries from purchasers' solicitors.
- Receiving and chasing purchaser deposits where necessary.
- Maintaining up-to-date client matter schedules for both internal and external use.
- Producing and supplying other information/documents/reports, both internally and externally, that are logical, accurate, and in the correct format.
- Contributing to the effectiveness of team work flow, including attending departmental and other appropriate briefings to assess current and future needs.
- Filing and file-keeping.
- Other ad hoc related tasks.

ABOUT YOU

Ideally you will be able to demonstrate:

- Relevant work experience in a similar role.
- Knowledge of conveyancing processes.
- The ability to work in a fast paced, high volume deadline driven environment.
- Excellent interpersonal skills and the ability to work well within a team.
- The ability to establish and maintain effective working relationships with colleagues and clients at all levels.
- Sound judgement, with the ability to use your own initiative, taking responsibility where necessary and appropriate.
- Excellent organisational skills and ability to perform in a high volume, deadline-orientated role.
- Good attention to detail, with a high standard of accuracy.
- A sound understanding of client confidentiality.
- Proficiency with Microsoft Word, Outlook, and Excel.

Want to know more?

People are the key to our success, so it's important that we can attract and retain the very best. As well as being driven to deliver the very best client experience, you'll also need to be someone who lives our values. We want you to help us shape our future.

If you'd like to know more about this role please get in touch with the contact listed below.



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