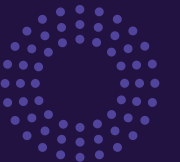




HOWARD KENNEDY

Your straightforward guide to working at Howard Kennedy

Paralegal, Real Estate – Commercial Development



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 who come to work for us have the same vision and values.

As a law firm we aim to provide straightforward commercial 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



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

Working 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 all employees. 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 virtual GP service. We have also offered free and confidential counselling during the lockdowns.

Job description

THE ROLE

This is an excellent opportunity for a Paralegal to join the Commercial Development team within our Real Estate Department.

You will have had experience with property transactions and will be organised, self-motivated and committed to delivering quality work for our clients within tight deadlines.

This opportunity will allow you to develop your legal expertise and case management skills, and you will also be encouraged to develop your business development and marketing skills.

Job title: Paralegal, Real Estate - Commercial Development

Position Type: Permanent

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

Working across a variety of tasks and responsibilities including;

- File management of smaller matters
- Assisting fee earners on larger transactions
- Undertaking a wide variety of work primarily for developer clients including:
 - Landlord and Tenant transactions (leases, licences etc.)
 - Site acquisitions and disposals (assisting with due diligence including preparing reports on title, search results and leases; liaising with indemnity insurance providers, drafting/negotiating elements of the contract and/or supplemental documents)
- Dealing with property aspects of financing transactions
- Dealing with post-completion matters (registrations, notices, undertakings etc.)
- Liaising with other departments on transactions in particular corporate, construction, planning and property litigation
- Involvement in business development
- Involvement in knowledge management

ABOUT YOU

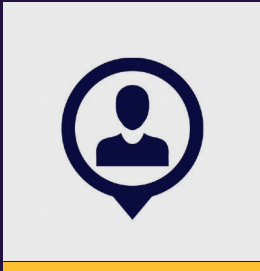
Ideally you will be able to demonstrate;

- Previous experience in a similar role with specific experience of property transactions
- Previous experience of operating in a fast-paced environment with a significant amount of client contact
- Confidence in dealing with client queries
- Excellent interpersonal skills with the ability to establish and maintain effective working relationships with colleagues and clients at all levels
- The ability to work with others effectively, including assisting others with prioritising and file management tasks
- Excellent organisational skills and ability to prioritise and perform in a high volume, deadline-orientated role
- Excellent attention to detail, plus a high standard of spelling and grammar
- A positive attitude with high level of personal motivation; good team player
- Excellent organisational skills: working to tight deadlines where the input of others is often required, keeping a diary, organising files and carrying out all necessary administrative tasks
- Proficiency in Microsoft Office, Microsoft Excel and some understanding of case management software.

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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