



## Conveyancing Paralegal / SQE Opportunity

### The Basics :

- ✓ 9am to 5pm, Monday to Friday
- ✓ Based in our London office
- ✓ 25 days holiday per year
- ✓ Auto enrolment into our pension scheme

### Additional benefits:

- ✓ Generous quarterly bonus scheme
- ✓ Flexible working
- ✓ Contractually enhanced sick pay
- ✓ Contractually enhanced maternity and paternity schemes
- ✓ Low monthly fee targets
- ✓ Work/life balance

### 4 year benefits:

- ✓ Private healthcare
- ✓ Income protection
- ✓ Monthly travel contribution

### Competencies:

- ✓ Positive outlook
- ✓ Team player
- ✓ Professional
- ✓ Personable & caring
- ✓ Capable of demonstrating self-improvement

### About us:

Attwells Solicitors is one of the leading firms in East Anglia, with offices in Suffolk, Essex and a boutique London office. Attwells are a young, dynamic and diverse law firm with a focus on career progression, plain-English legal advice and excellent client care. We are dedicated to breaking down barriers to entry to the profession and providing our staff with autonomy to shape their own future, in an environment in which they can thrive.

Working at Attwells is about the “4Ps”:

**Personal:** Caring for our clients and one another

**Professional:** Always acting with trust and integrity

**Progressive:** Growing and improving for our clients and ourselves

**Positive:** Being a “can-do” team player.

### Overview on the role:

The successful candidate will join our conveyancing department as a conveyancer having responsibility for their own files. You will work in a team and will report to the Conveyancing Manager.

In-house training and support will be given to help you develop your experience and skills. This position also offers the opportunity to be supported on your SQE. We welcome applications from ambitious individuals who seek a challenging and rewarding role in a progressive firm.

### Start date: as soon as possible

### The Candidate:

- Paralegal / Assistant with a background in residential conveyancing;
- Strong academic background;
- Minimum degree of 2:2 or equivalent;
- A driven and self-motivated individual who can develop good client relationships, alongside delivering excellent client care;
- Excellent communication skills, both verbal and written;
- Able to work independently whilst also being a team player.

### Equal Opportunities

Attwells are committed to recruiting individuals on merits of suitability for each role, on the basis of qualifications and experience. All applications are treated equally regardless of sexual orientation, race, disability, religious beliefs and any other protected characteristic, ensuring that there are equal opportunities at all stages of the recruitment process.

### How to apply?

To apply please send your CV, Covering Letter and a completed Equal Opportunities Monitoring Form (available here: <https://attwells.com/wp-content/uploads/2021/08/Equal-Opportunities-Monitoring-Form-August-2021.pdf>) to [recruitment@attwells.com](mailto:recruitment@attwells.com)