

JOB DESCRIPTION

Job Title: Conveyancing Paralegal or Solicitor

Reports to: Graham Gibson

Kirklands Law Limited
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Kirklands Law's Perth office is a small country practice with ambitions to become a major provider of online and out-sourced legal services. You will take over property related legal work from Graham Gibson to free up Graham to develop these other areas.

Most of our work comes from existing clients and the friends and family they kindly refer to us. We aim to provide our clients with a high quality legal service in a professional and friendly manner.

Kirklands Law also acts as the Research & Development centre for our software business and as such you will be part of the team leading the transformation of Scottish conveyancing practice from being mainly paper based to being almost entirely electronic.

Key responsibilities

- Manage a wide range of property transactions (including sales, purchases and transfers of residential, commercial and rural property) from start to finish, on time and within budget.
- Deploy your people skills and commercial savvy to anticipate and resolve problems before they impact on the business the client has entrusted to us.
- Maintain the highest standards of honesty, integrity, legal expertise and diligence that our clients and others are entitled to expect of a legal professional.
- Ensure that all of your files are fully compliant with the LSS Accounts Rules, AML Regulations and CML Handbook.
- Use the working processes we have developed within Instant Office and participate in their continuing improvement.
- Be flexible, be a team player. We are a small team covering a wide spectrum of work. This post is primarily property based but you can expect to be called upon to help with other areas of work from Wills and Executries to Residential Leasing, Accounts and software development.

Key Contractual Terms

Full Time and Permanent

Starting Salary: £25,000 - £30,000 pa (dependant on skills and experience)