

Vacancy: Commercial Property Paralegal – Bedford

About Woodfines

Woodfines is a regional firm offering a comprehensive range of legal services across the “Growth Corridor” between Oxford and Cambridge. Originally, the firm was based in and around Bedford but over the years as part of its business strategy has expanded into both Cambridge and Milton Keynes through a mix of organic growth, merger and acquisition.

Woodfines is a modern firm which prides itself on providing practical solutions, being proactive and adding value to its clients. Woodfines delivers real value for money, allocating resources cost-effectively and being upfront in relation to costs. It has a modern and open approach to the practice of law; the firm’s IT facilities and its investment in technology provide effective support to transactions so that they progress as expeditiously as possible. Woodfines’ specialist teams of lawyers enables them to provide a collaborative and comprehensive service to all their clients.

The firm is working to constantly improve and implement a corporate strategy focused on working smarter to ensure Woodfines can deliver effective and efficient services, whilst also maintaining a positive working environment for staff to thrive in. It recognises that at the heart of the firm’s culture is providing a fully supportive and positive working environment to enable healthy career progression, personal growth and development, whilst maintaining a relaxed and informal approach.

The Commercial Property Team

The Commercial Property department has a wealth of expertise to apply to all kinds of transactions, ranging from assisting start-up businesses looking to acquire their first premises through to helping substantial companies looking for new premises or development sites across the country. In this respect, our team offer a unique blend of proven experience and commercial acumen.

The breadth of work undertaken varies enormously and as a result, no two days are the same with a healthy flow of repeat instructions. We pride ourselves on developing long-term proactive relationships with our clients.

We work closely with legal specialists in our company commercial, employment, litigation and regulatory compliance teams, and work as a holistic team for business. Our clients benefit from a Partner-led approach and a collaborative team who understand the importance of excellent communication and a practical commercial attitude to transactions.

We tailor our services to the individual requirements of each client, forging a close working relationship and acquiring a full understanding of their requirements. We also have an extensive team of excellent lawyers and support staff who are able to deliver specialist assistance across our offices, allowing us to go the extra mile to support our clients.

The Role

The Commercial Property team in our Bedford office has grown, and we now require an experienced Commercial Property Paralegal to assist them.

Previous Commercial Property experience is essential for this role, along with the ability to work under pressure within a busy team.

The role will include managing providing assistance to the team through undertaking research, drafting documents, Stamp Duty Land Tax calculations and documents, completing searches and general administrative duties.

This is a busy role and therefore you must be capable of prioritising your work and used to working to deadlines. Excellent communication and planning and organising skills are essential.

In return, we offer:

- Competitive salary
- An excellent benefits package

You will benefit from career development and progression with a widening scope and exposure to different types of transactions and a broad range of clients with a wide variety of work.

You will work in a modern office environment in a central location, and we can offer a generous benefits scheme. We also offer a strong commitment to education, training and support, together with family-friendly working arrangements that will allow you to balance your work and home life.

If you would like to be part of a proactive, innovative and progressive organisation and feel you possess the relevant qualifications, skills and experience, then please do get in touch.

How to Apply

To apply, please send a CV and covering letter to Karen Jobbling, HR Manager, at kjobbling@woodfines.co.uk