

Paralegal

Department: Real Estate

The firm

Bristows is a market leading law firm with a global client base across the life sciences and technology sectors. The firm has maintained its high standing in the market with the strength of our legal expertise and our unique firm culture driven by our core values.

The Real Estate team undertakes a full range of commercial work for owners and occupiers of business space as well as clients investing in, developing or financing real estate. We focus on building long term relationships with our clients and, by gaining a thorough understanding of their needs strive to offer them innovative and commercially tailored advice and support. Our work encompasses advice on everything from buying, selling, financing, leasing and managing real estate. .

We regularly advise on corporate headquarter deals, portfolio management and reorganisations and commercial leasing issues. We also work with many international companies and lawyers on the real estate aspects of inward investment and UK business start-ups. In addition to our standalone real estate work, we regularly support the firm's wider transactional group in connection with corporate restructuring, acquisitions and disposals. Our clients range from multinational businesses and global brands, institutions with heritage properties through to technology companies and start up enterprises taking their first commercial space.

We are looking for a paralegal who, with supervision, will be capable of supporting the group across a range of general commercial Real Estate transactions including assisting with file opening, compliance and file closing administration, dealing with post-completion formalities, , document review and departmental administration. This role requires a pro-active paralegal who would embrace the opportunity of having responsibility to progress a wide variety of transactions.

Key responsibilities

- Assist the group in file opening formalities, including AML process, source of funds and client verification checks in line with firm policy
- Support fee earners on acquisitions, disposals, lettings and lease renewals, including weekly client reporting, data-room preparation and management;
- Proficiency in SearchAcumen platform to assist fee-earners in ordering searches, preparing SDLT returns and completing Land Registry applications and dealing with requisitions.
- Assist with completion mechanics, including funds requests, DocuSign management and electronic deeds packets.
- Proactively manage files and deadlines, keep accurate records and time recording, and maintain checklists

Skills & experience

- Strong IT proficiency, including Microsoft Office, IManageshare, SearchAcumen and Copilot and confidence using property-specific platforms
- Previous property or legal experience preferred, though not essential
- Strong attention to detail and accuracy, particularly when handling title documents, forms and figures
- Excellent organisation and time management, with the ability to juggle a varied caseload and meet tight deadlines
- Clear written and verbal communication skills, with a professional approach to clients and other advisers
- Comfortable using AI tools to support tasks such as drafting, summarising and document review, with sound judgement on confidentiality, accuracy checking and appropriate use
- Ability to work both independently and as part of a team, taking initiative and knowing when to escalate
- Awareness of AML, data protection and confidentiality obligations
- A proactive, adaptable attitude and a willingness to learn

Our values & culture

With around 300 staff and partners in total and one UK location, we are able to maintain a friendly atmosphere where everyone is able to get to know each other and many policies and practices can operate on a trust basis.

We are based in modern offices at Blackfriars and very much value face to face collaboration and the social element of working relationships. We have introduced a Remote Working Policy which enables staff to work in an agile way – we do not monitor attendance but ask that everyone spends more time in the office than out of it, typically three days a week for full time staff.

Our firm values, which we very much “live”, are Ambition, Bravery, Curiosity and Friendliness. These underpin all that we do across both our client work and our internal strategic decision making. None of our lawyers have billing targets which means we can focus on doing the best for our clients while also having the time and capacity to assist each other in a genuinely collaborative working culture.

Training & career progression

We aim to have a coaching culture with regular informal feedback to supplement the formal appraisal process. Mentoring schemes are available for fee earners while members of the HR team can provide personal coaching and guidance in non-legal and personal management skills.

Personal and professional development is much valued at all levels so we have a generous budget which enables us to meet most ad hoc requests for additional training.

Reward & benefits

Our salary and bonus structure reflects our absence of billing targets and collaborative culture and any bonus is paid as a simple percentage bonus across the whole firm. We have a flexible benefits package that is kept under regular review and is designed with the wellbeing of our staff and their families.

Diversity & inclusion

At Bristows we are committed to championing equality, diversity and inclusion for all, and we are a proud signatory of the Law Society's Diversity and Inclusion Charter. As a firm, and as individuals, we do all we can to treat people fairly and with mutual respect. This commitment enriches our work and our working lives and has played a key part in our success over the years.

We have an active, partner-led Diversity & Inclusion group which runs awareness raising and educational initiatives in addition to ensuring that our policies and procedures remain inclusive.

It is our policy to provide equal opportunities for all employees and job applicants in relation to recruitment, selection, pay, training, working conditions and promotion opportunities regardless of age, disability, gender, gender affirmation, marital or civil partnership status, pregnancy, race, religion or belief and sexual orientation. For more information about EDI policies and practices at the firm, please [see here](#). For more information on our [firm values, see here](#).