

## Job Specification - Legal Executive

### Real Estate Team

#### **OVERVIEW:**

Olswang LLP is a leading business law firm with a strong reputation for quality and innovation; our lawyers are renowned for understanding their clients' market and providing first class commercial and pragmatic advice.

Olswang works for many of the leading names in the media, technology and real estate sectors, but today our clients come from an ever-wider range of sectors.

The Real Estate Group is headed by Gary Watson and specialises in all of the key issues affecting the property sector – including finance, planning construction and development, investment and environmental law. The group acts for many leading listed and private property companies, institutional property investment funds and banks as well as a number of internationally-based high net worth individuals.

The Real Estate Group at Olswang consists of 16 Partners, 33 fee-earners and 5 trainees based across three offices in London, the Thames Valley and Berlin.

#### **THE ROLE:**

We are currently seeking an experienced Legal Executive to join our busy team, based in our Thames Valley office in the centre of Reading. The successful candidate will help the team with day-to-day activities which include both commercial and residential property matters. The role will involve working directly with clients and the wider team on routine real estate transactions associated with the sale, purchase, lease and management of large commercial property centres. The successful candidate would also be involved in property finance and corporate support work and would work as part of a team on more complex real estate transactions.

#### **KEY REQUIREMENTS:**

- Legal Executive with previous experience gained from within a large commercial property team. We will consider candidates from either a private practice or in-house background. Although not a pre-requisite for this role, candidates with an ILEX qualification would be of particular interest.

- This is a new role within the team and hence there is scope for the successful candidate to shape the role and its responsibilities. We are therefore looking for individuals who have a motivated, enthusiastic and pro-active attitude. Candidates should also possess excellent organisational skills and be able to work effectively on a number of transactions at any one time.
- Ability to communicate with and understand the business needs of clients.
- Excellent academic record.