



Job: Paralegal		Location: Working in the office 3 days a week Tues/Wed/Thurs each week for collaborative team working. Can be based in our BSE HQ office or central London	Date: July 2025
Purpose of the business: <p>Kinexio is a leading enterprise software solution for property management, providing the complete suite of tools to improve communication, reduce cost and drive net operating income across property portfolios. Founded in 2012, Kinexio enables real estate investors, asset managers and operators to optimise the performance of their commercial real estate assets.</p> <p>Kinexio operates across the UK, Europe & North American and is present across 30 countries, including assets owned by leading real estate companies such as ECE, Oxford Properties, Mall of America and Unibail-Rodamco-Westfield.</p> <p>In 2022, Synova partnered with Kinexio to support a management buyout and accelerate the company's continued expansion by investing in the platform to support both organic and inorganic growth strategies</p> <p>You can find more information about Kinexio here: https://Kinexio.io</p>		Responsibilities: <ul style="list-style-type: none">• Conduct legal research• Analyse and input legal data• Draft and prepare legal documents• Write articles for internal or external circulation• Negotiate contracts and legal documents• Keep Exec team informed and meet with them, where appropriate, to take instructions• Provide basic legal advice in certain circumstances• Complete official documentation and write reports• Maintain and manage accurate and organised records• Arrange payments and billing• Handle correspondence and client enquiries• Create and maintain a database of contracts with third party vendors• Advise on GDPR requirements• Monitor and maintain the Company's standard terms and conditions to ensure they continue to reflect its range of products and services	
Purpose of the Role: <p>The role will report directly to the Chief Financial Officer. You'll collaborate with the Sales, Account Management and Products teams in the UK, North America and Europe as well as the Senior Executive team to support and deliver their growth aspirations. The ideal candidate will have an enthusiasm for delivering excellence and thrive in a fast-paced, tech driven environment. You should be</p>			



<p>commercially aware and enjoy supporting and educating your colleagues to raise the general awareness of contractual and other related matters.</p>	
<p>Reporting Manager This role has no line management responsibility.</p>	
<p>The successful candidate will be a great fit for us if they:</p> <ul style="list-style-type: none">• Are ambitious, with low ego• Able to work as a team player• Thrives in a fast-paced world• Can deliver against deadlines• Are disciplined & structured• Want to learn and succeed• Have attention to detail• Can win trust across the business• Are positive, curious, high energy• Have strong communication skills• Can simplify the complex• Think about our clients	<p>Requirements and skills:</p> <ul style="list-style-type: none">• Be a member of the National Association of Licensed Paralegals (NALP) or CILEX (the Chartered Institute of Legal Executives).• Have Level 4 Certificate for Associate Paralegals - for those with previous law experience or Level 5 Diploma for Senior Associate Paralegals - for experienced paralegals• Have strong written and verbal communication skills to draft legal documents, liaise with clients and present information clearly• The ability to manage multiple tasks and caseloads with great attention to detail for analysing files, reviewing contracts and maintaining accurate records• Experience with legal research skills and a willingness to develop your understanding of case law, legislation and legal procedures• Great time management skills and the ability to work well under pressure and to tight deadlines• Acquired good administrative and organisational skills for managing case files, correspondence and legal documentation• Have a flexible and adaptable approach to your work to respond to changing priorities• Be commercially aware with and an understanding of internal needs and the business context of legal work• Have professionalism and discretion when dealing with confidential legal matters, and colleagues



	<ul style="list-style-type: none">• General IT skills, particularly Microsoft Office• Familiar with UK GDPR and comfortable with working with similar requirements in other EU jurisdictions
About Kinexio and what we can offer you:	
Our Mission is to empower real estate with intelligent data insights and technology to realise greater portfolio value.	Our values are: Ambition Collaboration Integrity Excellence Curiosity
A global company Kinexio is Headquartered in Bury St Edmunds. We have a dedicated office in NYC, and London. Our technology is present in over 30 different countries, across the US, Middle East and Europe.	
Rewards that are available to our People at Kinexio	
1. Health and Wellbeing Private Health Insurance for UK and US Access to Mental Health First Aiders Birthday off to celebrate €/\$25/\$30 high street voucher to treat yourself.	2. Fun at work Social committee with planned events throughout the year On the spot rewards as employee recognition A team away day every 12 months Refer a friend £/\$/€500 paid in month 7 of them working with us
3. ESG and local communities Committee to support our ESG awareness Annual carbon footprint audit £5,000 charity gifting each 12 months supporting local charities Volunteering days for local charities	4. Continuous learning and development Learning about our product and how we support our customers Training budget for your professional and career development Learning opportunities via courses/trade shows/industry events Corporate subscriptions to industry publications



5. Looking after your future

Pension in the UK for your retirement when this happens

Recruitment Process We always like to meet our candidates face to face (F2F) during the recruitment process.

1. Initial briefing call and video interview with our agency we partner with.
2. A 30 Minute virtual cultural fit based interview
3. Second Virtual (if F2F is not possible) competency-based interview.
4. A final F2F (Presentation) at BSE HQ/London.