



Conveyancing Legal Secretary

Description

Job Role: Conveyancing Legal Secretary

A permanent, full-time role, Monday to Friday 8.45am to 5pm

The firm can be flexible on start times.

Location: Kings Lynn

Company: A modern forward-thinking firm, that have built and maintained a strong, respected reputation throughout Norfolk and Cambridgeshire.

Role Details:

As a Conveyancing Legal Secretary, you will assist and support the Residential Property Partner.

- General typing
- Document preparation and amending
- Opening and closing files
- Diary management
- Sales, Purchases & Transfers of Equity

Experience as a secretary is essential, however conveyancing experience is not, as full training can be provided.

If you think you are suited to this role, please don't hesitate to apply.

Hiring organization

Neslon Bridges

Employment Type

Full-time, Permanent

Duration of employment

Permanent

Industry

Legal

Job Location

Kings Lynn, Norfolk

Base Salary

£ 20,000 - £ 23,000

Date posted

26/08/2021