



Conveyancing Assistant

Description

Job Role: Conveyancing Assistant

A permanent, full-time role

Monday – Friday, 9am until 5pm

Location: Newcastle

Company: A full-service Law Firm offering expertise in various legal areas.

Role Details:

To provide quality assistance to The Head of Residential Property

- Issuing contracts on sales
- Sales / Purchases
- Replying to all property related queries
- Checking freehold legal titles
- Assist with Re-mortgages / Mortgage offers

The firm has free parking and offers annual salary reviews.

Skills & experience:

- Previous Conveyancing experience. Min 1 year
- Able to provide first-class customer service
- Proficient in Word Processing & Audio Typing accurately
- Computer literate (Microsoft Office, Word, Excel etc.)

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

Newcastle, North East

Base Salary

£ 20,000 - £ 25,000

Date posted

02/09/2021