



Conveyancing Legal Secretary

Description

Job Role: Conveyancing Legal Secretary

A permanent, full-time role, Monday to Friday 9am to 5pm.

The role represents an exciting opportunity for an individual to join a busy and collaborative Residential Conveyancing Department with a commitment to progress within the role should you wish.

Location: Shrewsbury

Company: A very well-established law firm, who offers expert advice across a broad spectrum of legal services.

Role Details:

To provide secretarial support to the Directors and Fee Earners within the Residential Conveyancing Department.

- Excellent typing and communication skills
- Experience with Case Management systems
- Digital copy typing
- Diary and file management
- Liaising with clients both face to face, by email, and over the phone
- Key administrative duties
- Drafting sale contracts and re-mortgage documentation as required by Fee Earner
- Obtaining all required documentation from the client and other side and liaising with third-party providers such as HMLR, Search Providers, and Lenders

A minimum of 1 years' experience within conveyancing is required.

If you think you are suited to this role, please do not hesitate to apply.

Hiring organization

Nelson Bridges

Employment Type

Full-time, Permanent

Duration of employment

Permanent

Industry

Legal

Job Location

Shrewsbury, Shropshire

Base Salary

£ 18,000 - £ 20,000

Date posted

14/09/2021