



NelsonBridges

<https://nelsonbridges.com/job/conveyancing-assistant-4/>

Conveyancing Assistant

Description

Job Role: Conveyancing Assistant

A permanent, full-time role, Monday to Friday 9am to 5pm with free Parking

Location: Tadcaster

Company: A long-established Yorkshire based practice, providing specialist advice to businesses and clients.

Role Details:

To provide quality, administrative support on cases from inception to completion.

- Sales / Purchases
- New Build
- Transfers of equity
- Re-mortgages

The role would also involve dealing with some commercial cases.

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.)

The firm invests heavily in progression should you wish to enhance your legal career.

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

Hiring organization

Nelson Bridges

Employment Type

Full-time, Conveyancing Assistant

Duration of employment

Permanent

Job Location

Tadcaster, North Yorkshire

Base Salary

£ 22,000 - £ 26,000

Date posted

15/09/2021