



NelsonBridges

<https://nelsonbridges.com/job/conveyancing-assiant/>

Conveyancing Assistant

Description

Job Role: Conveyancing Assistant

Location: Prescot

Firm: A leading law firm, with a solid reputation for providing exceptional legal services locally and beyond.

Role Details:

We are exclusively working with a long-established firm who are looking to add a Conveyancing Assistant to their team, due to expansion.

- Providing Conveyancing support to Fee Earners in the Property Department
- Taking calls from clients, estate agents, and lenders
- Creating correspondence emails between all parties
- Preparing conveyancing documentation.

If you have been working in conveyancing for two years and would like to join a fantastic, friendly firm, that can provide a clear path to progression as well as providing a great salary and company benefits, this role is for you.

Is this role of interest? If yes and you would like to apply for the position or learn more about the opportunity, please send in a copy of your CV and one of our dedicated legal specialists will contact you.

Hiring organization

Nelson Bridges

Employment Type

Full-time, Permanent

Duration of employment

Permanent

Industry

Legal

Job Location

Prescot, North West

Base Salary

£ 20,000 - £ 22,000

Date posted

31/10/2022