



## Commercial Property Legal Assistant

### Description

**Job Role:** Commercial Property Legal Assistant

**Location:** Stockton-On-Tees

**Firm:** A long-established, reputable firm that continuously provides a top-class service.

### Role Details:

As a legal secretary based within the commercial and corporate department, you will provide quotes, open files, consult with clients over the telephone, create documents and correspondence, complete forms, perform searches and register properties at the Land Registry, prepare invoices, and completion statements and undertake general file administration including completing closure and archiving procedures.

Experience within commercial property is desirable, however full training and support can be provided for an experienced legal secretary.

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

### Hiring organization

Neslon Bridges

### Employment Type

Full-time, Permanent

### Duration of employment

Permanent

### Industry

Legal

### Job Location

Stockton-on-Tees, Cleveland

### Base Salary

£ 19,000 - £ 20,000

### Date posted

04/05/2022