



# 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