



NelsonBridges

<https://nelsonbridges.com/job/conveyancing-assistant-2/>

Conveyancing Assistant

Description

Job Role: Conveyancing Assistant

A permanent, full-time role, Monday – Friday.

Location: Sunderland

Company: A reputable firm with a strong passion to go above and beyond for its customers.

Role Details:

To provide administrative support to Solicitors within the Conveyancing Department.

- Opening new files and inputting new instructions onto the Case Management system and producing relevant letters and documents
- Issuing contracts on sale files and assisting in dealing with replies to enquiries.
- Ordering searches
- Dealing with exchanges and related paperwork
- Setting up completions
- Issuing Mortgage reports to clients
- Dealing with incoming post where appropriate
- Dealing with telephone enquiries where possible
- Filing, billing, faxing, photocopying, sorting post and archiving
- General administration duties for the office and firm

Experience required

At least 1 years' experience working as a Conveyancing Assistant within Residential Property is essential. You would be expected to work within a fast-paced environment and deal with enquiries in a customer-friendly and effective manner

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

Sunderland, Tyne & Wear

Base Salary

£ 22,000 - £ 24,000

Date posted

12/08/2021