



NelsonBridges

<https://nelsonbridges.com/job/conveyancing-assistant-6/>

Conveyancing Assistant

Description

Job Role: Conveyancing Assistant

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

Location: Stoke

Company: A reputable and expanding law firm that is committed to providing quality conveyancing services to its clients with an emphasis on quality rather than quantity.

Role Details:

To provide administrative support to Solicitors within the Conveyancing Department.

- Opening new files and inputting new instructions into 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 inquiries where possible
- Filing, billing, faxing, photocopying, sorting post and archiving
- General administration duties for the office and firm

Experience required

If you have a passion for providing a quality service within conveyancing and would like to be rewarded and recognised for your hard work this is an opportunity not to be missed.

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

Stoke-on-Trent, Staffordshire

Base Salary

£ 23,000 - £ 25,000

Date posted

12/06/2024