



# NelsonBridges

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

## Conveyancing Assistant

### Description

Nelson Bridges is currently working with a very established firm that acts for businesses and individual clients across a wide range of services which includes Residential Conveyancing, Commercial and Agricultural transactions.

The firm is hoping to recruit a Conveyancing Assistant permanently to assist in a busy property department with all residential property transactions.

### Overview of Responsibilities

- Audio Typing
- Liaising with clients, estate agents, lenders, and mortgage advisers
- Assisting with all property transactions
- Diary management
- File management
- Answering client's queries and providing general information

If you have previous secretarial experience and would like to work for a modern and supportive firm, this is an opportunity not to be missed

For more information contact our offices.

### Hiring organization

Nelson Bridges

### Employment Type

Full-time, Permanent

### Duration of employment

Permanent

### Job Location

Stockport, Manchester

### Base Salary

£ 24,000 - £ 26,000

### Date posted

26/11/2024