



NelsonBridges

<https://nelsonbridges.com/job/conveyancing-legal-secretary-4/>

Conveyancing Legal Secretary

Description

Job Role: Conveyancing Legal Secretary

A permanent, full-time role, Monday – Friday 9 am until 5 pm.

Location: Hartlepool

Company: A firm who have been providing legal services within the Northeast for many decades.

Role Details:

As a Conveyancing Legal Secretary, you will assist and support The Head of Conveyancing

- General typing
- Document preparation and amending
- Opening and closing files
- Diary management
- Sales, Purchases & Transfers of Equity

Experience within Residential Conveyancing is essential.

If you think you are suited to this role, please don't hesitate to apply.

Hiring organization

Nelson Bridges

Employment Type

Full-time, Permanent

Duration of employment

Permanent

Industry

Legal

Job Location

Hartlepool, Cleveland

Date posted

07/10/2021