



# NelsonBridges

<https://nelsonbridges.com/job/legal-secretary-residential-conveyancing-2/>

## Legal Secretary (Residential Conveyancing)

### Description

Nelson Bridges have an exciting opportunity for an experienced Legal Secretary to join our client, based in Cardiff.

### Responsibilities and Duties:

- All secretarial duties including audio, copy typing, liaising with clients and other professionals both in person and by telephone and e-mail.
- Arranging appointments and meetings and conference calls.
- Registering transactions at H M Land Registry via the portal together with routine pre-completion searches and copy documents and titles.
- Completing and filing HMRC Stamp Duty Land Tax Returns.
- Time recording.
- File opening, photocopying, filing and post duties.
- All general administration as required.

### The Ideal Candidate:

- Works well as a member of a team
- Experience within property law is essential
- Pays attention to detail
- Holds a flexible approach
- Able to prioritise workload
- Excellent communication and client service skills
- Understands requirements under Data Protection Act
- Understands confidential nature of the environment

**Do not miss out on this fantastic opportunity, apply now!**

### Hiring organization

Nelson Bridges

### Employment Type

Permanent

### Duration of employment

Permanent

### Industry

Legal

### Job Location

Cardiff

### Base Salary

£ 18,000 - £ 21,000

### Date posted

28/02/2020