



NelsonBridges

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

Legal Secretary (Residential Conveyancing)

Qualifications

Nelson Bridges have an exciting opportunity for an experienced Legal Secretary to join our client, a very established law firm, based in Long Eaton.

THE ROLE

- Land Registry searches
- Liaising with clients both in person and over the telephone in a professional and friendly manner ensuring the firm's commitment to client care
- Arranging mail dispatch by post, email, fax or Document Exchange
- Preparation of correspondence and documents by Audio Typing / Digital Dictation, Word Processing
- Maintaining diaries and making appointments as and when required
- Daily filing including file opening, closing, storage and retrieval of client files
- Ensuring confidentiality of the firm's clients and associated documentation and information

THE PERSON

- Previous Legal Secretarial experience within Residential Conveyancing
- Polite and Professional
- Proficient in Word Processing & Audio Typing accurately
- Computer literate (Microsoft Office, Word, Excel etc.

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

Hiring organization

Nelson Bridges

Employment Type

Permanent

Duration of employment

Permanent

Job Location

Long Eaton, Nottinghamshire

Base Salary

£ 20,000 - £ 22,500

Date posted

01/03/2021