



THOMAS FLAVELL
+ SONS SOLICITORS

Conveyancing Legal Assistant

Leamington Spa

Monday – Friday 35 hours per week

Salary - Competitive

Benefits:

- Starting at 23 days holiday + Bank holidays with potential to move up to 28 days + Bank holidays
- Salary Exchange pension with Royal London
- Sick pay scheme
- Vitality health insurance

Job Description

Reports to: Fee Earner

Overview of role

To provide expert legal support and assistance to a fee earner and progress matters in fee earner absence with limited reliance on dictation. To handle matters through to post completion with regular communication with clients and third parties over the phone, or in person.

Main Tasks (this list is non-exhaustive):

- Assisting your supervisor in progressing cases through to completion;
- Step in for meetings with clients and provide quotes;
- Provide updates to all parties;
- Prepare Completion packs for accounts;
- Organise diaries, schedule meetings and respond to telephone queries;
- Network with clients and introducers and build valuable relationships;
- Conduct legal research;
- Drafting documents, letters and contracts tailored to the client's individual needs for approval by your supervisor;
- Deal with post-completion matters;
- Corresponding with clients and opposing solicitors;
- Assisting in carrying out all necessary AML requirements;
- Ensuring all files meet compliance requirements;
- Ensuring you comply with CML and Panel requirements where required;
- Keeping up to date with compliance procedures and policies;
- Keeping up to date with changes and developments in the law by reading journals and law reports;

Training

- Fraud;
- Data Protection;
- Anti-Money Laundering training;
- Cybercrime;
- To actively keep up to date and further your knowledge within the area of which you work.

Inclusive responsibilities:

- To act in the best interest of the firm at all times;
- To adhere to the firm's policies at all times;

- To be respectful at all times to colleagues, suppliers, clients and any other visitors of the firm;
- To provide a high standard of client care.

Qualities:

- Calm and approachable;
- Team player;
- Positive attitude;
- Multitasker;
- A professional approach to work, integrity and a respect for confidentiality.

Skills/Experience:

- Over 2 years conveyancing experience; or equivalent qualification
- Excellent communication skills, both written and oral;
- Analytical and problem-solving skills;
- Excellent time management skills;
- Accuracy and attention to detail;
- Numeracy and IT skills;
- Ability to plan work and prioritise tasks;
- Interpersonal skills, to work as part of a team or with other people and organisations;