

Monday – Friday 35 hours per week
Salary - £20,000 - £22,000

Benefits:

- Starting at 23 days holiday + Bank holidays with potential to move up to 28 days + Bank holidays
- Salary Exchange pension with Royal London
- Flexible working
- Employee discount
- Sick pay scheme
- Vitality health insurance
- Study leave
- Training & career progression opportunities

Conveyancing Assistant/Paralegal

Job Description

Reports to: Fee Earner

Overview of role

To provide expert legal support 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):

Providing full support to the conveyancing fee earners

- File opening, client care and on-boarding;
- Client due diligence and compliance;
- Data entry onto case management system and keeping the file up to date;
- Dealing with post completion formalities;
- Preparing correspondence using the firms case management system;
- Liaising with clients, agents and the other side;
- Carrying out key admin duties;
- Answering telephone calls;
- Seeing clients face to face to answer queries or sign documentation.

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;
- 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;