

Legal Assistant

We are looking to appoint a Conveyancing Legal Assistant. This is a fantastic career opportunity for a Conveyancing Assistant to join our established, well respected law firm in their successful Property team. We offer excellent support and our staff are at the heart of the business.

As a member of the property team who deal with a range of Residential Property transactions, you can expect to gain a great deal of knowledge from working very closely with our Managing Partner and Conveyancing team!

Duties will include:

- Assisting fee earners with a variety of property matters
- Post-completion formalities including Registration, Land Registry Forms and AP1s
- Completing SDLT returns and other online form filing
- Using the Land Registry portal to obtain title and carry out necessary Land Registry searches
- Assisting with drafting the relevant legal documentation to include Contracts and Transfers
- Preparing Completion Statements and Invoices
- Drafting and submitting applications for First Registration of Title
- Assisting the property department generally

The ideal candidate:

- Minimum 2 years Conveyancing experience gained within the residential property sector
- Knowledge of using case management systems - Leap is favoured but training can be given
- Audio typing skills
- Dealing with incoming and outgoing telephone calls
- Providing new quotes via a hub system
- Ability to use initiative and to work as part of a busy team
- Display a positive flexible attitude
- Possess strong communication skills

This role can also be an opportunity for the successful candidate to qualify as a Conveyancer. The successful applicant will learn all aspects of conveyancing and will learn 'hands on' supporting in a fast-paced residential conveyancing team.

- Working hours: Monday to Friday 9.00 am - 5.00 pm
- Part time applications will be considered
- Working from both office and home

If you think you are suited to this role please send your CV to dean@do-recruitment.co.uk