

Conveyancing Legal Assistant



Location:

Burdsall House, Derby Conference Centre,
London Road, Alvaston, Derby, DE24 8UX

Full-time – 37 hours per week

Job Profile

We are a forward thinking Conveyancing firm who are looking for experienced Legal Assistants to work one on one with a Fee Earner, assisting them in the management of their case load.

The successful applicant will be working within a fast paced and progressive environment and be a part of a small friendly team, dealing with active client/agent contact to deal with queries and provide updates, set up files for completion and assist the Fee Earner, ensuring compliance with internal and external SLA requirements.

You should be personable and dynamic with a desire to learn and develop within property. In return we provide ongoing support and offer training and development to ensure individual's reach their optimum potential.

Role Overview

Supporting Fee Earner on the management of their case load, dealing with the majority of Sales files under supervision and assisting the Fee Earner to progress purchase files.

- » Deal with setting up files for completion
- » Ensures compliance with all regulatory and SLA requirements
- » Deliver exceptional Customer Service.

Position Requirements

- » You will have at least 12 months Conveyancing experience, preferably within a similar role.
- » Thorough knowledge and understanding of the CLC Code of Conduct and any other governing/regulatory body's rules and regulations, e.g. SRA and Land Registry.
- » Able to assist Fee Earners, Team Leaders and Management in the delivering a high quality Conveyancing service.
- » High attention to detail and able to prioritise.
- » Work well under pressure within a fast paced environment.
- » Team player
- » Excellent communication skills.

Highly Desirable

- » Possession or working towards a professional legal qualification
- » 2+ years' experience or greater.

Package

- » Salary £18,000 - £23,000 per annum (depending on experience and qualifications)
- » 20 days annual leave with long service accrual + birthday holiday + bank holidays
- » Company Pension
- » Salary sacrifice gym membership, child voucher, ride-to-work scheme
- » Discounted Conveyancing for friends and family
- » Career progression
- » Car leasing
- » Free parking.

Note: Only successful applicants will be contacted.
