

<https://giaconsultancy.co.uk/job/conveyancing-assistant/>

Conveyancing Assistant

Description

My client is a growing and modern specialist property law firm with offices in Merseyside.

This is an exciting opportunity to join the team and develop your career in Residential Conveyancing.

Responsibilities

Working in support of a Residential Conveyancer, duties include:

- Opening new client files
- Document production including emails, letters, contracts etc
- Liaising with clients with updates and questions.
- Undertaking checks and searches
- General administration support

Qualifications

The ideal candidate will have worked in a legal environment previously and be able to demonstrate the following:

- Previous experience of using a case management system
- PC literate using Word, Excel and Outlook
- Professional telephone manner

Job Benefits

In return you can expect a competitive salary (depending on experience), bonus, free parking and supported ongoing development.

Although currently working remotely, the firm is moving to a fully office based role as and when current government guidelines allow.

Contacts

Joanne Watkinson, Director

joanne@giaconsultancy.co.uk

Hiring organization

Gia Consultancy

Employment Type

Full-time, Permanent

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

Legal

Job Location

Formby

Working Hours

Full Time

Base Salary

£ 18000 - £ 24000

Date posted

April 22, 2021

Valid through

31.05.2021