

<https://giaconsultancy.co.uk/job/property-legal-secretary-maternity-leave/>

Property Legal Secretary – Maternity Leave

Description

My client, a city centre law firm, requires the services of an experienced Property Legal Secretary. Initially to cover a maternity leave contract with the potential for a permanent contract to be offered.

Responsibilities

Working as part of a team, duties include but are not limited to:

- Completion of various dictation (BigHand) and secretarial tasks.
- Acting as point of contact for the Managing Director and other senior members of the team in relation to diary management tasks.
- Undertaking completion of Land Registry forms, SDLT's, TR1's etc.
- Production of letters, bills, emails and court documents.
- General administrative duties

Qualifications

The successful candidate will have previous relevant experience within property transactions including:

- Land Registry forms, SLDT's, TR1's etc.
- Familiar with BigHand digital dictation
- Proven ability as a Legal Secretary including diary management, arranging meetings and dealing with client calls.

Job Benefits

As mentioned this is initially a Maternity Cover contract however the right person will benefit from the potential of a permanent contract.

Salary is depending on experience but in the range of £23,000 – £25,000 plus benefits

Contacts

Apply now for immediate consideration.

Hiring organization

Gia Consultancy

Employment Type

Full-time, Temporary, Permanent

Beginning of employment

ASAP

Duration of employment

Maternity Contract (Potentially Permanent)

Industry

Legal

Job Location

Manchester

Working Hours

Full Time

Base Salary

£ 23000 - £ 25000

Date posted

September 25, 2023

Valid through

16.10.2023