

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

Property Legal Secretary

Description

A long-established, boutique law firm in North Manchester is seeking applications from experienced Residential or Commercial Property Legal Secretaries.

They are offering a permanent opportunity within the busy property team for someone looking for a supportive and nurturing environment.

Responsibilities

Reporting to the Head of Department and supporting fee earners with both residential and commercial property transactions; duties include:

- Opening files and generating supporting documentation
- Carrying out ID checks
- Processing searches
- Post-completion time critical work such as SDLT and HMLR registrations
- Liaising with clients, agents, government departments, lenders, other law firms, etc. in a professional, informed and accurate manner.
- Diary management and other ad-hoc administration duties.

Qualifications

To be successful in this role you must have the following skills and attributes:

- Previous proven track record as a legal secretary within a property team.
- Delivering excellent standards of client service
- Strong verbal and written communication skills
- Fast and extremely accurate keyboard skills
- Highly organised and PC literate with experience of case management systems
- A relevant qualification would be an advantage and the willingness to undertake any necessary training.

Job Benefits

In return you can expect a salary commensurate with your skills and experience, 20 days holiday + Bank Holidays + discretionary Christmas shut down, auto enrolment pension and excellent working conditions.

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

Walkden

Working Hours

9am – 5pm Monday to Friday

Base Salary

£ 20000 - £ 25000

Date posted

June 4, 2021

Valid through

30.06.2021