

bower bailey

SOLICITORS

Property Assistant in the residential and new homes team.

Location: Swindon office Bower Bailey Solicitors

Post: Full time property assistant for the Swindon office

Experience: Legal Administrative experience preferred

Purpose of role: To provide administrative support for the busy residential and new homes teams.

Salary: Market rate according to experience

We are seeking an enthusiastic and experienced individual to join the residential and new homes teams at Bower Bailey Solicitors as a property assistant.

Tasks & Key Responsibilities

- General administrative duties associated with residential conveyancing
- Gathering information and updating Case Management System
- Keeping filing up to date
- Meeting clients in person
- Maintaining Confidentiality
- Taking telephone calls and messages for the firm
- Franking letters
- Receiving, making and redirecting telephone calls
- Populating spreadsheets
- Ensuring the highest level of Client Care
- Typing
- General administrative duties required throughout the firm
- Maintain quality and service standards
- Demonstrate a flexible and adaptable approach towards changing business needs
- Demonstrate a welcoming attitude
- Smart appearance
- Polite
- Take enquiries from clients and other general administration duties, including filing, photo copying and faxing
- Maintain quality and service standards
- Be a positive role model in accordance with Bower Bailey values.
- Demonstrate a flexible and adaptable approach towards changing business needs.
- At all times to act in accordance with the requirements of a professional firm.

Role

The role is to act as a property assistant and provide administrative support to the partners and fee earners in the residential conveyancing and new build property team.

The role will involve meeting and greeting clients to the firm both in person and on the telephone. You will also be providing administrative support to Partners, Fee earners and support staff within Bower Bailey Solicitors across all practice areas, as the need dictates.

You will be required to demonstrate a wide variety of administrative support skills throughout your role as you adapt to the needs of the expanding office. You will be required to be punctual, polite and of smart appearance. You will need to demonstrate a welcoming and can-do attitude.

Skills and expertise

The ideal applicant will possess the following skills and expertise

- Excellent administrative skills
- Strong communication skills
- Good listening skills to understand the need of the clients
- Ability to clearly and accurately relay messages, record information and update CMS, data bases and spreadsheets
- PC / IT Skills
- Experience of using Microsoft Office including Word, Excel, Outlook & a case management system
- Ability to take and record messages and instructions accurately from clients and other parties in a professional manner
- Good Keyboard skills and an ability to type
- Punctuality essential
- Good timekeeping
- Ability to keep to strict deadlines
- Ability to communicate sensibly and clearly both internally with the Partners and fee earners that you support and also with clients and service providers and stakeholders.
- Excellent attention to detail
- Excellent work ethic
- Be a good team player
- Ability to work well in a team but also on their own initiative within closely defined guidelines.
- Keen to play a key role and form part of a vibrant law firm in the heart of Swindon
- Smart appearance essential
- Polite

Salary and benefits:

The position is offered on a full-time basis. 5 days per week. Monday – Friday. The appointed person will be based at our office in Swindon. We are a friendly firm with a flexible approach.

- Salary according to experience.
- 25 days annual leave plus normal Bank Holidays.
- Pension.

To apply for the position please email your CV to Stephanie Nunley snunley@bowerbailey.co.uk