

bower bailey

SOLICITORS

Post: **Legal Secretary/Assistant** – Residential Conveyancing

Location: Swindon

Salary: Commensurate with experience

We are currently looking for a legal secretary/assistant to join our fast-paced property team based in our Swindon office. The conveyancing assistant supports conveyancers by managing the administrative and preparatory tasks essential for the delivery and execution of a smooth property transaction.

Key Responsibilities

Assisting conveyancers in managing a caseload of residential conveyancing transactions from instruction to completion to include:

- Administrative support including file opening, ID verification and AML checks, scanning and photocopying, email management, cheque requests, and dealing with post
- Maintaining and updating case management systems
- Issuing client documentation/questionnaires, and issuing sales contract documentation
- Requesting searches, title documents, contract packs, and redemption statements
- Under the guidance of the conveyancer, preparing legal documents, including contracts and transfer deeds, and assisting with enquiries
- Updating the lender portal and downloading/reviewing client mortgage offers
- Assisting with exchange, completion and post-completion matters, including dealing with stamp duty, and Land Registry requisitions and registrations
- Liaising with and updating clients, solicitors, estate agents, brokers and mortgage lenders, and providing clarification on any queries or issues under supervision

Skills and Attributes

- Previous experience as a conveyancing secretary/assistant or paralegal within residential property desirable
- Ability to work as part of a team, as well as independently
- Excellent organisational skills with the ability to prioritise workload to ensure deadlines are met and files are managed systematically
- Resilient and calm under pressure
- Ability to work accurately with a good attention to detail
- Able to use Microsoft Office packages
- Excellent communication skills, both verbal and written
- Have a good telephone manner and be comfortable speaking with third parties on the telephone
- A positive attitude and willingness to learn and develop

Application: Please apply with covering letter and CV to: **Stephanie Merritt, HR Director.** Email: smerritt@bowerbailey.co.uk