

Conveyancing Assistant

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Company: Talent Find

Location: Leeds

Category: legal

Conveyancing Assistant

Leeds (office based)

up to £30,000

Are you passionate about law and seeking an exciting opportunity to develop your career in conveyancing? Our esteemed law firm based client in Leeds is currently seeking a dedicated and motivated individual to join their team as a Conveyancing Assistant.

Our client is a reputable law firm known for our excellence in providing legal services, particularly in conveyancing matters. With a commitment to delivering outstanding client service and upholding the highest standards of professionalism, they have established themselves as a trusted name in the industry.

The Role: As a Conveyancing Assistant, you will play a crucial role in supporting their conveyancing team in handling a variety of residential and commercial property transactions.

Your responsibilities will include:

- * Assisting solicitors and conveyancers with administrative tasks related to property transactions.

- * Liaising with clients, estate agents, solicitors, and other parties involved in conveyancing

transactions.

- * Managing and maintaining accurate documentation and records.
- * Conducting searches and assisting with property due diligence.
- * Providing excellent customer service to clients, offering updates and assistance throughout the conveyancing process.

Requirements: To excel in this role, you will need:

- * Previous experience working in a conveyancing or legal environment, preferably as a Conveyancing Assistant or in a similar role.
- * Strong organisational skills and attention to detail.
- * Excellent communication skills, both written and verbal.
- * The ability to work effectively in a fast-paced environment and manage multiple tasks simultaneously.
- * Proficiency in using relevant software and systems.
- * A proactive and positive attitude, with a willingness to learn and develop within the role.

Benefits: In return for your hard work and dedication, the firm offers:

- * Competitive salary commensurate with experience.
- * Opportunities for career advancement and professional development.
- * A supportive and collaborative working environment.

* Full-time, office-based role in our Leeds office, offering stability and security.

This role is fully office based in Leeds and pays a salary based on experience up to £30,000.

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