

## Conveyancing Assistant

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Company: Douglas Scott

Location: Liverpool

Category: other-general

## Conveyancing Assistant

### **Chester – Salary negotiable based on experience**

Conveyancing Assistant

Chester

I am delighted to be working with a leading multi-service firm who have an excellent reputation. They are currently looking for a Conveyancing Paralegal/ Legal assistant to join their team in their Chester office. They are looking for someone who has at least 2 years experience in a similar role.

The successful candidate will be working and assisting the fee earners in the department. The role will involve:

assisting in the provision of conveyancing administrative and legal services for clients, including:

assisting with new client enquiries and requesting clients' ID

pre-exchange -requesting pre-assignment packs on leaseholds, and mortgage redemption statements

post-exchange – requesting final mortgage redemption statements and service charge statements

completion – assisting in completion arrangements

making Land Registry applications

case progression

To assist where requested the provision of legal advice to clients, under supervision.  
Manage professionally and confidentially, written and telephone correspondence with clients,  
other solicitors and third parties

If you have the over 2 years experience in a similar role and are interested in this  
Chester role,

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