

Conveyancing Legal Assistant/Paralegal (Mandarin speaking)

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Company: Page Personnel

Location: London

Category: legal

Amazing opportunity for a Conveyancing Legal Assistant/Paralegal

Join a fast growing London based firm.

About Our Client

Our client is a well-established law firm headquartered in London. They specialise in providing a range of legal services to both individuals and businesses across various industries. Noted for their commitment to excellence, they consistently ensure high standards of legal advice and client service.

Job Description

Provide support in all aspects of residential and commercial conveyancing.

Communicate effectively with clients in English and Mandarin.

Ensure all conveyancing transactions are compliant with legal procedures and regulations.

Monitor progress of cases and meet necessary deadlines.

Assist in resolving any legal issues that may arise during transactions.

The Successful Applicant

A successful Conveyancing Legal Assistant/Paralegal (Mandarin speaking) should have:

An LLB/Law degree or equivalent

Fluency in Mandarin and English

Experience in the field of conveyancing and legal support would be ideal

What's on Offer

A competitive salary package dependent on experience.

A comprehensive benefits package, including pension and health insurance.

Opportunities for professional development and growth within the business services industry.

We encourage all suitable candidates to apply for this exciting Conveyancing Legal Assistant role.

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Cross References and Citations:

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