

## Conveyancing Secretary

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Company: LinkPoint Resources Limited

Location: Tonbridge

Category: legal

We specialise in the recruitment of high quality candidates in the Administration sector. We have an excellent opportunity for a Conveyancing Secretary to join a busy solicitor's firm.

Monday - Friday, 9:00am - 5:30pm with an hour's lunch

25 days holiday, Private Medical, plus 'no sick leave' bonus, discount on legal services, annual social events and other benefits

### Conveyancing Secretary's Core Duties

- \* Diary management
- \* Audio typing
- \* Welcome clients to the office
- \* Respond to telephone and email enquiries
- \* Draft legal forms
- \* General administration and full secretarial support

### Conveyancing Secretary's Skills Required

- \* Sound residential conveyancing experience within a law firm / solicitor practice
- \* Good MS Office Skills (Word, Excel, Outlook)
- \* Good audio transcription experience
- \* Experience with the Land Registry Portal, Searchflow, Oyez Forms, BigHand and Partner 4 Windows (desirable)
- \* Excellent communications and interpersonal skills
- \* Good telephone manner and customer service approach
- \* Proactive with good time management

Are you enthusiastic about the Conveyancing Secretary job? Send us your CV in a Word format today.

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