

## Conveyancing Secretary

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Company: LinkPoint Resources

Location: Tonbridge

Category: other-general

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

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