

Legal Secretary / Assistant - Conveyancing

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Company: TRI Consulting Ltd

Location: Swindon

Category: legal

Legal Secretary / Assistant - Conveyancing

Swindon

My client is recruiting for a Conveyancing Assistant / Legal Secretary to join their Swindon office.

The role calls for exceptional audio typing skills, keen attention to detail and the ability to meet deadlines.

The successful candidate will also be required to be client facing so a friendly telephone manner and good communication skills are important.

To be considered for this role candidates will need to have previous experience working as a Legal Secretary or Legal Assistant, a good working knowledge of Conveyancing is also vital although full training will be given. The ability to manage a diary system and in-depth knowledge of excel are required

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