

Legal Secretary - Conveyancing

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Company: Bridge Recruitment UK Ltd

Location: New Addington

Category: legal

Conveyancing Legal Secretary

Croydon

Salary DOE

My client a well-established Law firm based in Croydon is looking for an experienced Legal Secretary with Conveyancing experience. This is a permanent position working from 9am to 5.30pm. You will be required to support the Head of Conveyancing who is extremely busy. The right person for this role will be able to manage and priorities a busy workload.

Duties include but are not limited to:

All secretarial support to the Fee Earners in the company

First point of contact for all clients, calling in and dealing with sensitive and confidential matters

Dealing with the Land Registry

Completing SDLT forms

High volume of document production including Audio typing

Diary management, booking and sending out meeting invites and taking minutes in meetings

The ideal candidate will have the ability to work individually as well as part of a team and be able to work to tight deadlines efficiently.

If you are a Legal Secretary with Residential Conveyancing experience, please apply today.

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