

## Temporary Conveyancing Secretary

[Apply Now](#)

Company: Birchrose Associates

Location: West End

Category: legal

### The Firm

A well-established law firm is seeking a Conveyancing Legal Secretary to join their team on a temporary basis.

### The Opportunity

The successful candidate will provide support to a Partner and have experience within Residential Conveyancing. Duties to include:

Typing dictation files

Drafting Transfers, AP1s, DS1s as and when required

Obtaining company documents through Companies House

Completing and submitting SDLTs online

Putting together report documentation for purchases

Procuring indemnity policy quotes

Diary management

Dealing with file opening and due diligence requirements

File closures This Conveyancing Legal Secretary opportunity is a temporary role, working 10am - 4pm on various days throughout May.

Requirement

Experience supporting a residential conveyancing team within a law firm To be considered for this opportunity please contact Birchrose Associates for a confidential discussion.

Birchrose Associates, trading name of Huntress Search Ltd, acts as a Recruitment Agency in relation to all Permanent roles and as a Recruitment Business in relation to all Temporary roles.

PLEASE NOTE: We can only consider applications from candidates who have the right to work in the UK.

[Apply Now](#)

#### Cross References and Citations:

1. Temporary Conveyancing Secretary [JobsCanada Jobs West EndJobsCanada](#)
2. Temporary Conveyancing Secretary [Professorjobs Jobs West EndProfessorjobs](#)
3. Temporary Conveyancing Secretary [Bostonjobs Jobs West EndBostonjobs](#)
4. Temporary Conveyancing Secretary [Petroleumjobs Jobs West EndPetroleumjobs](#)
5. Temporary Conveyancing Secretary [PortugaljobsJobs West EndPortugaljobs](#)
6. Temporary Conveyancing Secretary [Indiajobscentral Jobs West End Indiajobscentral](#)
7. Temporary Conveyancing Secretary [GeneticsjobsJobs West EndGeneticsjobs](#)
8. Temporary Conveyancing Secretary [RiskmanagementjobsJobs West End Riskmanagementjobs](#)
9. Temporary Conveyancing Secretary [Pediatricjobsnearme Jobs West End Pediatricjobsnearme](#)
10. Temporary Conveyancing Secretary [EmploymentnowJobs West EndEmploymentnow](#)
11. Temporary Conveyancing Secretary [SalesjobsnearmeJobs West End Salesjobsnearme](#)
12. Temporary Conveyancing Secretary [Personaltrainerjobs Jobs West End Personaltrainerjobs](#)
13. Temporary Conveyancing Secretary [Bahrainjobs Jobs West EndBahrainjobs](#)

14. Temporary Conveyancing Secretary Tutorjobs Jobs West EndTutorjobs ↗
15. Temporary Conveyancing Secretary HoustonjobsJobs West EndHoustonjobs↗
16. Temporary Conveyancing Secretary Singaporejobs Jobs West EndSingaporejobs ↗
17. Temporary Conveyancing Secretary InstallationjobsJobs West EndInstallationjobs↗
18. Temporary Conveyancing Secretary Jobsinnigeria Jobs West EndJobsinnigeria ↗
19. Temporary conveyancing secretary Jobs West end ↗
20. AMP Version of Temporary conveyancing secretary ↗
21. Temporary conveyancing secretary West end Jobs ↗
22. Temporary conveyancing secretary JobsWest end ↗
23. Temporary conveyancing secretary Job Search ↗
24. Temporary conveyancing secretary Search ↗
25. Temporary conveyancing secretary Find Jobs ↗

Source<https://uk.expertini.com/jobs/job/temporary-conveyancing-secretary-west-end-birchrose-associates-221499993/>

Generated on: 2024-05-03 by Expertini.Com