

Job description

Job Title: Conveyancing Secretary
Department: Conveyancing

Reporting to: A senior solicitor/supervising Partner

Role Description

The Conveyancing Secretary role will focus on general secretarial and administrative duties.

Key responsibilities

1. Providing secretarial support to a Solicitor in the conveyancing department
2. Audio/copy typing of all correspondence and documents using Microsoft Word, the firm's word-processing and digital dictation systems;
3. Case and paper management' - printing correspondence, collating and indexing enclosures and ensuring correspondence is delivered in a timely fashion;
4. Client care including sending out all client care letters, liaising with existing and established clients about ongoing or new matters;
5. Dealing with new client enquiries;
6. Managing incoming written and electronic communication in an accurate and efficient manner and ensuring that appropriate and timely action is taken in response;
7. Booking appointments, arranging meetings and managing diaries;
8. Liaising with estate agents, solicitors and clients where required
9. Attending to clients in person and on the phone
10. Opening and amending new client matters on Tikit, the firm's document management system to ensure that all relevant information is entered correctly and kept up-to-date;
11. Completing case-related external and internal forms and documentation and entering information where relevant into the firm's case management system;
12. Undertaking departmental-specific administrative tasks as required by the fee earner/partner in charge of the department;
13. Electronic and manual filing of documents;
14. Undertaking administration tasks such as photocopying, scanning, faxing, printing, filing as may be reasonably required.

Person Specifications

It is essential that you are able to satisfy the below specifications. We have indicated when the below are not essential but desirable.

Skills

- Legal Experience and knowledge of conveyancing is desirable
- Excellent audio/copy typing skills
- Excellent communication - convey information clearly and accurately, both orally and in writing
- Excellent organisational - strong administrative and document management skills, time management and workload planning
- Excellent Word processing skills
- IT (Microsoft 2016 Office suite) including database (desirable)

Knowledge

- Previous experience as a Conveyancing Secretary
- Familiar with the process for completing and filing stamp duty forms and Land Registry applications online and via Land Registry portal
- Good understanding of the conveyancing process
- Manual and electronic file management
- Taking new client enquiries
- Preparing, collating and ordering documentation
- Good level of numeracy
- Willingness to assume additional responsibilities
- Knowledge of the core requirements of the Solicitors Code of Conduct
- Knowledge of Anti-Money Laundering rules and procedures

Ability

- Attention to detail
- Flexibility and adaptability.
- Ability to work with multiple fee earners with competing deadlines.
- Quality focus

Qualities

- Enthusiastic
- Common sense
- Self motivated
- Initiative and problem-solving skills
- Punctual and reliable