

# Job Specification



**Job Title:** Conveyancing Administrator

**Location:** Sidcup

**Salary:** From £16,000 (Full Time)

## **A law firm with a modern twist!**

This is an exciting opportunity for an administrative assistant to join a driven team of residential property specialists at a modern law firm.

We are a people focused business looking for those who want to develop individually whilst taking part in helping the company to develop and evolve, somebody who wants to make a difference! Our ethos is to create an interesting, vibrant and engaging place for people to work, along with a friendly, fun social aspect as well.

We believe in giving people the opportunity to progress and would love to help your career grow!

## **You will experience:**

- A competitive salary
- Rewards for your efforts
- A team environment
- Continuous professional development
- A fast track development plan towards becoming a Conveyancing Manager
- An environment where your opinion counts

## **You will likely be:**

- Keen to learn
- Strong on attention to detail
- Able to prioritise
- Target driven
- Not shy to express your opinion
- Be open to feedback and have a desire to progress

## **You will certainly be:**

- Flexible in your methods and thinking
- Able to communicate effectively
- Have effective time management skills with the ability to prioritise workload
- Have a desire to achieve the objectives of the firm and your clients
- Organised and structured in your work
- Prepared to stand up and be counted

## **You will most certainly not be:**

- Closed and defensive
- Be afraid to try new ways of working

# Job Specification



## Key Tasks & Responsibilities

- Opening, logging and distribution of DX and Royal Mail post
- General admin duties
- Liaising with various conveyancing team members
- Obtaining copy title documents
- Dealing with searches
- Preparing contract packs; providing regular updates to clients and introducers
- Helping to progress matters from instruction to completion
- Responding to clients, introducers and others contacting the company
- Dealing with Clients on Reception (on occasion) – Sidcup Office only
- Such other tasks as requested from time to time to help the general work of the company