



Legal Secretary: Conveyancing Department - Job description

Job title:	Department:
Legal Secretary	Residential Conveyancing
Post available from:	20 July 2021
Responsible to:	Head of Conveyancing – Angela Morreale-Devereaux
Main job purpose: To provide high quality support and service to our clients across the residential conveyancing department. To assist the firm in achieving its stated professional and commercial objectives by ensuring excellent client service at all times.	
Job Description <p>This full-time position as Legal Secretary will involve all aspects of case file support, including opening files including sending client engagement letters, taking responsibility for ensuring that all the compliance checks have been carried out and saved to the matter, ensuring that all documents are saved to the files appropriately and that files remain organised at all times, sending draft contract packs, raising searches, updating estate agents and clients as necessary (including portal updates), taking matters post exchange through completion, post-completion formalities and registrations, deeds scheduling and file closings and generally ensuring clients and referrers receive the best possible service at all times.</p> <p>Relevant experience in residential property transactions is essential including at least 1 year experience in a conveyancing department. Training can and will be provided but the candidate must have sufficient knowledge to start working on cases from day one.</p> <p>We are able to offer flexible working packages for the right candidate, and if remote working is preferred this can be organised both during and after the COVID pandemic.</p>	
Personal Requirements <p>The successful candidate will have a careful blend of maturity, pro-activity, ability to work both on their own and in a team, handle pressure, be highly organised, highly articulate and have the knowledge and experience of Commercial property matters generally including freehold sale/purchase, leasehold transactions (inside and outside of the 1954 Act) and associated matters. Additional attributes:</p> <ul style="list-style-type: none">• Positive and personable manner• Enthusiastic and proactive• Attention to detail• Good grammatical and numerical skills• Trustworthiness• Excellent time management and organisational skills• Must see themselves with a long-term future in a growing team that is professionally dedicated with excellent inter-team dynamics.	
Location:	The role is based in our Bedfordshire office
Remuneration:	Salary offered ranges from £20,000 - £25,000 depending on the candidate, and we offer excellent bonus structures in addition. All staff benefit from Vitality Health Insurance and contributory pension scheme from completion of their probationary period.

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