



# Legal Secretary - Residential Conveyancing

Beverley Morris & Co. Solicitors are seeking an experienced legal secretary to support their residential conveyancing department in Blackheath Village.

The firm has an excellent reputation and client base and is seeking to expand its existing team so as to better service its clients' needs.

## Responsibilities:

- Administrative support to the head of the team
- Audio typing
- Dealing with incoming post
- Providing estimates of costs
- Opening files including inputting client information, property details, other parties, etc.
- Preparing client care letters including links to Thirdfort
- Preparing legal documentation such as contract packs, TRIs, SDLT forms and APIs
- Applying for management packs
- Amending legal documents as instructed
- Maintaining an effective filing system
- Answering telephone calls from estate agents, mortgage lenders, solicitors and clients
- Submitting searches
- Applying for redemption figures
- Attending clients for the signature of documents

## Requirements:

- Outstanding time management
- Excellent typing skills (minimum of 70 wpm)
- Knowledge of legal terminology
- Experience of Microsoft Office and an ability to work with legal technology, transcription software, etc.
- Proficiency in English
- Capacity to communicate with a diverse range of people
- A spirit of co-operation and a positive "can do" attitude
- A willingness to serve client needs with discretion and a respect for client confidentiality
- Professional telephone manner and the ability to take messages effectively
- Commitment to the success of the firm

**Job type: Full time, permanent.**  
**Salary: up to £23,000.**