

Legal Assistant / Trainee Conveyancer

- Cardiff (Hybrid Working following Training & Probation)
- Permanent
- Monday – Friday, 9am-5pm, 35 Hours per Week
- £22,000 - £25,000 per Annum, Depending on Experience
- 23 Days Annual Leave + 8 Bank Holidays
- Company Pension Scheme

The Company:

A boutique Law firm, offering expertise within every aspect of conveyancing. The Firms' founders have a strong and reputable career history which spans several areas of the legal spectrum, benefitting from a healthy client base of panel referrals. Having launched at the end of 2020, their pipeline is consistently strong and assured. They have received an exceptional reception in the market with nothing but 5* reviews attributed to their name.

The Team:

The team are small, collaborative and committed. They share the same values, keeping the customer experience at the heart of their business operations. With a hands-on, highly experienced Legal Director, leading a small yet perfectly formed team of Legal professionals, this is a business who truly values the contribution of each and every colleague.

The Role:

Due to rapid growth, there is an immediate need for an experienced Conveyancing Legal Assistant to join the team. This is an exciting opportunity to join within the firm's infancy and play a pivotal role in their inevitable success. At the same time, you will be provided with Training and Mentorship from the more experienced members of the team, developing very quickly into the role of Trainee Conveyancer and managing your own caseload.

Responsibilities:

- Providing comprehensive administrative support to the Conveyancers.
- Drafting contracts and conducting searches.
- Providing excellent customer service to clients, updating them on the progress of their transaction.
- Progressing residential conveyancing matters from instruction through to completion.
- Developing your own manageable caseload in line with your experience and comfort level.
- Utilising every opportunity for active and passive learning from more experienced members of the team.

Skills, Experience & Qualifications:

- Demonstrable experience of working as a Conveyancing Legal Assistant.
- Enthusiastic to learn and committed to continuous professional development.
- Ambitious to progress your Conveyancing career.
- Trustworthy and accountable.
- Highly communicative with strong interpersonal skills.
- Motivated to exceed upon customer expectations, providing the highest levels of service.
- A strong team-player with a commitment to colleagues and clients.

Aspire Recruitment Services Ltd. is acting as an Employment Agency in respect to this vacancy.