



## Conveyancing Legal Assistants

- Opportunities available in Newport, Caerphilly, Cardiff, Bridgend & Swansea
- Permanent, Full Time
- Monday – Friday, 8.30am-5pm
- Salary depending on experience
- Enhanced benefits package including 23 days annual leave + 8 Bank Holidays + Birthday Day Off + Christmas Eve off + 1 Paid 'Personal' Day per year
- Monthly employee breakfast, lunch and raffle

### The Company:

Aspire Recruitment Services are proud to be working in partnership with a multi-award-winning law firm with practices situated throughout South Wales. As one of the longer established firms, they combine a fresh and friendly modern approach underpinned by traditional values. Their offices are comfortable, contemporary and well equipped, providing a friendly and approachable vibe to internal and external customers alike. They are committed to professional growth and reward their colleagues with structured training and genuine opportunities to develop.

### The Role:

My client has several opportunities available to join the Residential Conveyancing departments within each of their offices, supporting highly regarded and reputable Solicitors / Conveyancers within this specialism. You will support Fee Earners within the department, playing an instrumental role in the service delivery of a diverse Conveyancing caseload, incorporating every aspect of the transaction. You will embody the company values of honesty and openness, with a constant drive for excellence and the highest quality of work.

### Responsibilities:

- Drafting contracts
- Progressing residential conveyancing matters from instruction through to completion
- Dealing with exchanges
- Assisting with inquiries
- Providing administrative support to the fee earners in the department
- Working on a varied caseload
- Providing our clients with excellent service
- Assisting with volume conveyancing including leasehold transactions

### Skills, Experience & Qualifications:

To be considered for this role, you will either be an experienced Legal Assistant / Secretary / Paralegal (ideally within Conveyancing), or a Legal Graduate keen to pursue your career within this specialism. You will also be:

- Genuinely enthusiastic to support and learn from experienced Solicitors
- Confident working within a high-volume, process-driven environment, without compromising on service quality.
- A strong communicator, able to build a rapport with internal and external stakeholders
- Customer-focused, adaptable and respectful of the client's needs and priorities
- Loyal, committed and dependable
- Career ambitious and enthusiastic to develop

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