

## Conveyancing Legal Assistant

- Cardiff (Hybrid Working following Training & Probation)
- Permanent
- Monday – Friday, 9am-5pm, 35 Hours per Week
- £19,500 per Annum
- 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 and several internal promotions, there is an immediate need for a Conveyancing Legal Assistant to join the team. This is an exciting opportunity to join an expanding firm and play a pivotal role in their inevitable success. The role would suit a recent Graduate, with training available for someone ambitious to pursue a legal career and entirely committed to the journey. Ongoing training and mentorship is also guaranteed from the more experienced members of the team, allowing the successful candidate to continually learn and develop.

### 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:

- Educated to degree level or equivalent, ideally within Law, Criminology or an associated discipline.
- Enthusiastic to learn and committed to continuous professional development.
- Ambitious to commence and / or 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.