

**Job Description: Legal Assistant, Residential Property**

**Location:** Sutton Weaver

**Salary:** Dependent on Experience

**Benefits:** Company Pension Scheme, Hybrid Working available, Wellbeing Packages, Reward and Recognition Schemes, Life Insurance Scheme, Free Office Parking and a Great Team Environment!

**The Opportunity**

At Rowlinsons, we are a forward-thinking solicitor's firm committed to delivering exceptional service to our valued clients. We take pride in our modern approach and are excited to welcome a new member to our team. If you are an ambitious and hardworking individual eager to advance your career in conveyancing, this opportunity is tailor-made for you.

As a Residential Property Assistant at Rowlinsons, your primary responsibility is to provide direct support to our Fee Earners, ensuring the seamless and efficient operation of our conveyancing processes. This role offers a unique chance to develop your skills and contribute to the success of our dynamic team.

**Required qualifications, skills and experience**

- Excellent IT skills.
  - Strong organisational and multitasking abilities.
  - A commitment to providing outstanding client service.
  - Proactive and able to work with a high degree of self-management and initiative.
  - Excellent communication skills both verbal and written.
  - Preferably previous experience as a Conveyancing Assistant or experience of working in another professional office.
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**Main responsibilities**

- Opening new files and issue new clients with Client Care Letters, Terms and Conditions etc.

- Preparing correspondence and documents through audio typing and word processing.
- Commissioning pre-exchange & pre-completion searches, obtain Legal Indemnity Policies and request documentation from the Land Registry.
- Arranging for all copying to be carried out and if Reception are not able to do so, undertake the task in person.
- Making appointments, arrange meetings and to maintain an up-to-date diary for his/her Fee Earner.
- Attending to clients both in person and on the telephone and to provide such support in a professional and friendly manner in keeping with the firm's standards for client care.
- Accurately preparing all invoices and completion statements for submission to the Accounts Department and sending to clients.
- Correctly recording all funds that are remitted and received by completing posting slips and set files up for completion.
- Prepare all mail and enclosures for posting.
- Keeping the Practice Management System and all file inlay sheets up to date throughout the course of the transaction.
- Administer filing; This will include daily filing and also the archiving, storage and retrieval of client files in accordance with the detailed procedures contained in the Office Manual.
- Provide support to other assistants and Reception as and when required.
- Provide guidance to Reception and temporary assistants as and when required to do so.
- Undertake any specific training when required to do so and overall to have a responsibility towards self-development.
- Ensure confidentiality of all the firms and client's documentation and information.
- Comply with the Solicitor's Accounts Rules and the Rules on the Professional Conduct of Solicitors or other professional body (if applicable).
- Comply with the requirements of the Lexcel and Conveyancing Quality Scheme accreditation and the protocols contained within.

## Our Values

**Forward Thinking:** We encourage thoughtful, creative and inspirational ideas from our team and clients to ensure that we continue to perform and excel.

**Integrity:** We make responsible decisions based on professional standards; each of us responsible for our actions and results.

**Passion:** We care about what we do, whether it be the clients we work with, our employees or our community.

**Togetherness:** We deliver better results when we work together and support each other. At Rowlinsons we have an inclusive team who all work collaboratively.

**Knowledge:** We have a team who are experts in their roles are continuously learning to ensure we are up to date with key legislative changes and developments.