

## **Full time Conveyancing Legal Assistant : Northampton**

We are looking for an experienced Conveyancing Legal Assistant to join our close knit team being someone who enjoys what they do with minimal supervision. We pride ourselves on our team ethos to ensure client satisfaction and a positive conveyancing experience for all clients.

### **Duties will include:**

Assisting the Conveyancing Manager with the conveyancing caseload from instruction to post completion.

Managing the conveyancing caseload in the absence of the Conveyancing Manager with support

Operating via the firm's case management system

Provide appropriate advice and assistance in accordance with professional standards and quality requirements.

Reporting to clients on search results, mortgage offers, dealing with enquiries and replies to enquiries, exchanging contracts and setting up completions. Assisting with post completion matters.

Carrying out research and keeping up to date with conveyancing law

Keeping clients updated via phone and/or email.

### **Required skills:**

Experience of assisting with the handling a conveyancing caseload comprising both freehold and leasehold properties.