



Property Legal Assistant

Due to the development and growth of the firm's department, we are now seeking to appoint a Property Legal Assistant to work alongside our existing team.

The candidate would assist in the handling of a caseload of sale, purchase and re-mortgage and files utilising a case management system. The suitable candidate will be assisting in the progression of cases from inception to completion, liaising with clients and businesses, referrers and estate agents.

We are seeking a confident, proactive, flexible, enthusiastic, self-motivated and professional Legal Assistant to provide support to our Property department.

The ideal candidate will be confident and enthusiastic and will be able to demonstrate experience of Property work. The ideal candidate will have 2+ years of assisting on a property caseload at all stages.

This role offers the opportunity to join an established law firm. You will also be offered excellent training and development and will have the opportunity to develop your career as the department grows.

To be considered for this excellent opportunity, the attributes required are:

- Residential Conveyancing experience including assisting on a caseload of freehold, leasehold, registered and unregistered titles.
- Excellent communication skills, both oral and written.
- Ability to provide high quality advice to clients from all sectors across a broad range of issues.
- As you will be dealing with clients, referrers and estate agents the need for excellent customer service skills will be paramount.
- Ability to form good relationships with clients and colleagues and to work as part of an effective team.
- Good IT skills including the ability to utilise a case management system.
- Attention to detail and the ability to work in a fast-paced department.
- To maintain high standards in the processing of client work.
- Ability to work on own initiative.
- Well organised, with a clear and professional telephone manner.
- Well presented, punctual, confident, and self-motivated.
- Flexible in your working approach with the ability to multi-task and prioritise workloads.

Please send your CV and covering letter to sburchall@kirwans.co.uk.