



Conveyancing Legal Secretary/Paralegal

We are currently looking for an experienced Legal Secretary/Paralegal to assist with Conveyancing files utilising a case management system. The position is based at our Southport office.

The role involves supporting and assisting fee earners in the department in carrying out their duties. Specific duties will include audio typing, general administrative tasks, assisting fee earners in effective file management, conversing with clients and other parties to cases and effective management of time.

The suitable candidate will be assisting with progressing cases from inception to completion, liaising with clients and referrers. Duties will include telephone enquiries, daily correspondence and face to face interaction with referrers and clients.

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

- Residential Conveyancing Experience.
- Administrative experience and strong typing skills.
- Good working knowledge of MS Windows, Office, Excel and PowerPoint.
- Good working knowledge of legal databases.
- As you will be dealing with clients and referrers the need for excellent customer service skills will be paramount.
- The need for attention to detail and the ability to work in a fast paced department.
- Excellent communication skills, both oral and written.
- 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.
- Commercial attitude with ability to practice good financial management of files and caseload.
- Ability to work on own initiative.
- Well organised, with a clear and professional telephone manner.
- Well presented, punctual, confident, and self-motivated.
- The role will also include taking instructions on commercial and residential conveyancing files utilising a case management system as and when required.
- Flexible in your working approach with the ability to multi-task and prioritise workloads.

Experience of any of these additional areas would be an advantage:

- Wills and Probate, Commercial Property, Employment and Commercial/Corporate.



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

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