



Property Legal Clerks

We are currently looking for two Legal Clerks to work within the Residential and Commercial Property Department. The suitable candidates will handle a caseload of sale, purchase and re-mortgage property files utilising a case management system.

The suitable candidates will be progressing property cases from inception to completion, including all post completion work, be providing quotes for new clients, dealing with all client enquiries on a day to day basis, arranging searches, liaising with referrers and estate agents. Duties will include telephone enquiries, daily correspondence and face to face interaction with estate agents, referrers and clients and any other tasks as required by the department and firm.

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

- Knowledge of Property areas of work. E.g. Property experience or LPC elective. Further/Advanced Property electives desired but not essential.
- As you will be dealing with clients, referrers and estate agents the need for excellent customer service skills will be paramount.
- Methodical in your approach to work.
- The need for attention to detail and the ability to work in a fast paced department.
- Well organised, with a clear and professional telephone manner.
- Well presented, punctual, confident, have initiative, be self-motivated and be able to work as part of a team.
- Flexible in your working approach with the ability to multi-task and prioritise workloads.

This role offers the opportunity to join an established and progressive law firm.

The positions will be reviewed after 6 months for consideration to be appointed as Trainee Solicitors of the firm.

You will also be offered excellent training and development and will have the opportunity to develop your career as this department grows.

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