



Property Legal Clerk

We are currently looking for a Legal Clerk to handle/assist on a caseload of sale, purchase and re-mortgage files utilising a case management system. The suitable candidate will be progressing cases from inception to completion, liaising with clients, referrers and estate agents. Duties will include telephone enquiries, daily correspondence and face to face interaction with estate agents, referrers and clients.

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

- Experience in Residential Conveyancing.
- 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.
- Commercial attitude with the ability to achieve agreed financial targets.
- 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.
- Where appropriate to contribute towards training.

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 this department grows.

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