

Secretarial Role

We are looking to appoint a qualified legal secretary. The role will be within our Landlord and Tenant team and will involve assisting with a period of short-term cover initially. The successful candidate may also work for other teams within our business.

The role may suit a recently qualified legal secretary, although we will also consider applications from people with relevant previous legal secretarial experience. Previous knowledge or experience of working in leasehold reform is not essential, but an interest in or awareness of our work in this area will be an advantage. Other relevant experience in the property field will also be an advantage.

For further details of the role, please contact Louise Moyles of our HR department.

Details of the job specification

The successful candidate will be expected to be able to work both dependently and independently.

The successful candidate will be able to demonstrate experience of the following:

Key skills:

General support - management of enquiries, allocation and reply to incoming email where appropriate

Acting on delegated matters where appropriate

General management support – file opening, closing, managing land registry applications

Audio typing – 60 wpm

Specific skills

Land registry applications - requisitions / complex titles - land registry searches - ordering leases and plans - index map and other searches, title investigation - obtaining deeds on titles

Financial statements

Drafting of legal documents (training will be given)

Completion clerking and completing registration