



**Paralegal/Conveyancing Assistant, Property
Full-time, 37.5 hours per week
Based at our Coventry or Leamington office
Competitive salary plus benefits**

A new opportunity has arisen in our Coventry Office for a Paralegal/Conveyancing Assistant. The successful candidate will carry out fee earning residential conveyancing, working closely with the Line Manager. This role would suit a law post-graduate, trainee CILEX / Licenced conveyancer or experienced secretary who wishes to advance.

You will need excellent communication and organisational skills, proficiency in IT, and have a polite and patient manner. In return, you will receive an attractive salary and benefits package and the opportunity for an interesting, challenging and rewarding career in this well-established and forward-thinking Firm.

The Property Department is a key strategic discipline within Alsters Kelley Solicitors, providing services to the whole Firm. The Firm benefits from strong expertise in family and private client matters, medical negligence, personal injury, immigration, civil and commercial litigation, commercial property, residential conveyancing, criminal law and employment law.

We are one of the largest legal practices in Warwickshire, with offices in Leamington Spa, Coventry, Nuneaton and Southam. Our vision is to treat all of our staff and clients with respect, to be kind, helpful and excellent in offering and maintaining the highest levels of professionalism and service. We are LEXCEL accredited and a member of the Law Society CQS panel.

To apply, please provide a covering letter (including your salary expectations) and CV, highlighting relevant skills and experience. Please email your application to alison.field@alsterskelley.com, or post to Alison Field, HR Manager, Alsters Kelley Solicitors Ltd., Hamilton House, 20-22 Hamilton Terrace, Leamington Spa, Warwickshire, CV32 4LY.

**Please see job description below.
NO AGENCIES PLEASE**

Alsters Kelley Solicitors Ltd. is an equal opportunities employer

JOB DESCRIPTION

Job Title: Paralegal/Conveyancing Assistant
Department: Property
Location: Coventry
Reporting to: Senior Residential Conveyancer

Job Purpose

- To support the lead conveyancing solicitor undertaking file management and fee-earning residential conveyancing work under supervision and to work in accordance with the Firm's manuals. To progress matter through to post completion, using your own initiative.
- To work in accordance with the Office Manual and to act at all times in an appropriate manner as an employee of a professional practice.

Key Responsibilities

- To give full support and assistance to the Line Manager which may include secretarial administrative and fee earning support
- To deal with quotes as directed by the Line Manager, if requested
- To undertake photocopying, scanning and filing duties, if requested
- To deal with client queries over the telephone and in person
- To undertake post completion work, if requested
- To progress files through to completion
- To provide audio typing and other typing duties for the Line Manager, including preparation of bills
- Provide general administration tasks, as and when required
- Maintenance and preparation of full attendance notes
- To attend Property Department meetings and Firm wide meetings
- Use of the Firm's case management system
- Proactive involvement in marketing and practice development
- To undertake any reasonable instructions made by Directors, Department Heads, Line Manager or Fee Earners

Knowledge and Experience

- Experience in Residential Conveyancing
- Sound interpersonal skills
- Good organisation and administration skills
- Ability to be a team player
- A sound knowledge of conveyancing procedures and CQS Protocol
- Knowledge of Microsoft Windows, Microsoft Word and Outlook
- Knowledge of Tikit Case Management System an advantage
- You may be required to work at one of the other offices of the Firm from time to time be as required by the Directors