

Wilmots is a friendly and highly regarded firm of Solicitors seeking an efficient and capable Legal Secretary/Assistant to join our busy Property Department. We are looking for someone that can provide excellent support within our firm. Experience within a legal firm is therefore preferable – ideally at least 12 months.

Duties will be varied in supporting our fee earners, assisting with matters from start to finish, including:

- Liaising with clients, solicitors and other professionals via telephone and email
- Typing and amending legal documentation including transcription of digital dictation
- Drafting contract packs
- Carrying out searches and using the Land Registry portal
- Preparing completion statements and obtaining redemption statements
- Setting up files for completion, including preparing TT forms
- Complying with notice obligations of landlords and management companies
- Diary management
- File management
- General administration support

The successful applicant will:

- Have property experience – ideally a minimum of 12 months
- Knowledge of the Land Registry portal and conveyancing forms
- Have impeccable secretarial skills, including fast, accurate audio typing
- Be highly organised and able to cope under pressure
- Be able to communicate confidently and effectively with clients as well as a wide range of other people over the telephone and in person
- Be willing to learn and take on a measured increase in responsibility and autonomy
- Be dynamic and highly motivated
- Deliver excellent service to clients and colleagues
- Ensure a high level of confidentiality.

Benefits:

- Wonderful location in the heart of the Cotswolds
- Car Parking Permit
- Generous holiday entitlement plus Christmas shutdown & bank holidays
- Competitive salary - employee pension Scheme
- Friendly, collaborative team
- Regular social activities and support for charity and local events
- Not forgetting the biscuits!

This is a full-time role 9:00 to 17:30 (37.5 hours/week), with one-hour unpaid lunch break. Salary £24,500 - £28,000, dependent upon experience.

Please apply with a **covering letter and CV** to our Practice Manager, Una Mills (una.mills@wilmots.co.uk)