

HAWKRIDGE

& COMPANY SOLICITORS

Hawkridge & Company are currently recruiting for the following positions:-

- Conveyancing Secretary/Paralegal
- Conveyancing Trainee Solicitor/CILEx

If you are interested in applying for either of these roles, please view the detailed job descriptions below and send your CV to s.hopper@hawklaw.co.uk

Successful candidates will be contacted directly for interview.

All applicant's details will be stored in accordance with our privacy notice which is available on our website.



Job Title: Conveyancing Legal Secretary/Paralegal

Department: Residential & Commercial Conveyancing

Position: Full-Time Permanent
Office Hours: 9:15 – 17:15 & 1 hour lunch
20 days Holiday + Bank Holidays

Experience: Ideally 1 year's legal experience but full training will be provided

Location: Gillingham Kent

We are a small established firm of Solicitors looking for a Legal Secretary/Paralegal to join our thriving Conveyancing department.

The Role:

You will be undertaking the following duties:

- Audio-Typing from Dictation
- Residential and Commercial Conveyancing Quotes and File Opening
- Preparation of Legal forms
- Use of Case Management System
- Use of the Land Registry Portal, including applications and registration
- Payment of SDLT
- Answering the telephone, taking messages, responding to enquiries and providing updates to clients and agents
- General administrative duties
- Diary Management

The Candidate:

The successful applicant must be computer literate and be confident with the Conveyancing process from initial instructions to completion. You will be capable of remaining calm and efficient within a busy Conveyancing department and manage your work load effectively, using your own initiative when necessary. Attention to detail is paramount and excellent spelling and grammar is essential.

Commercial experience is advantageous but not essential to the role, which would ideally suit somebody who is looking to take the next step in their career with the opportunity for this to develop into a Paralegal role for the right candidate.

Salary: £15,000.00 to £19,000.00 /year

NO AGENCIES



Job Title: Trainee Solicitor/CILEx

Department: Residential & Commercial Conveyancing

Position: Full-Time Permanent
Office Hours: 9:15 – 17:15 & 1 hour lunch
20 days Holiday + Bank Holidays

Experience: Law Degree or equivalent preferred

Location: Gillingham Kent

Trainee Solicitor/CILEx

We are a small family run established law firm looking for a candidate that has ideally already completed a law degree or equivalent.

The Paralegal / Trainee Solicitor will be responsible for supporting the Head of Conveyancing department and will be working on a caseload consisting of sales and purchases, mortgages, re-mortgages and commercial property files using our case management system.

The focus is on providing high standards of client care, with an emphasis on professionalism and good telephone manner. You will be providing estimates for conveyancing through a combination of telephone, email, and post. You will also have to deal with email, letter, telephone and fax communications promptly.

The role also will involve preparing reports on title, whether freehold, leasehold or unregistered land (epitome of title), as well as mortgage and search reports to be checked for sign off from the supervising fee earner. You will be involved in the exchanging of contracts under supervision, dealing with completion and the preparation and submission of Stamp Duty Land Transaction Returns, preparing and submitting applications to the Land Registry and to promptly deal with any requisitions raised by the Land Registry.

The successful applicant must be computer literate, confident, analytical and able to work under pressure adhering to tight deadlines. You will be capable of remaining calm and efficient within a busy Conveyancing department and manage your work load effectively, using your own initiative when necessary. Attention to detail is paramount and excellent spelling and grammar is essential.

Experience is not essential as full training will be provided, but the candidate must be looking to further their career in law within the area of conveyancing.

Salary: £17,000.00 to £21,000.00 /year

