LEGAL ASSISTANT

THE PARTNERSHIP
Property Solicitors

The Company

We are a commercially minded, dynamic and entrepreneurial business maintaining the highest level of integrity in all our working relationships. We pride ourselves on service excellence, offering legal expertise and friendly assistance for clients and referrers looking for advice.

The Partnership is one of the first *Alternative Business Structures* (ABS) offering transparent, innovative and reliable conveyancing services. We are regulated by the Council of Licensed Conveyancers and are one of the very few ABS's to employ qualified solicitors who are individually regulated by the Solicitors Regulation Authority.

We are enjoying huge growth driven by our talented employees; who are passionate and willing to go that extra mile to give excellent service. The ideal individual will want to be part of our success, wants to make a difference, bringing exciting ideas and who aspire to develop themselves.

The common thread amongst all Partnership staff is a commitment to exceed client expectations and ensure that we continue to provide the best service on the market.

The Role

Our rapid growth means that we are always looking for fantastic Legal Assistants. You will be working one-on-one with a qualified solicitor, ensuring that conveyancing transactions are handled in a professional and efficient manner with clients and referrers. You will assist with running cases from exchange through to completion, dealing with both leasehold and freehold residential properties. This includes building up a strong knowledge of individual cases, obtaining vital information amongst other key responsibilities to progress every case.

Our people are chosen very carefully not only for their experience, but also for their natural ability in encouraging and supporting their colleagues; with an innate desire to do the best that they can. They take pride in everything they do and in what we stand for. We promote a harmonious working environment and place emphasis on having fun whilst working hard.

What we are looking from you

- Cheerful and friendly disposition at all times
- Someone who can work as part of a team
- Strong attention to detail is imperative with great organisation skills
- Able to work under pressure and consistently hit deadlines
- Ability to think "*out of the box*"; we want people who look to improve the way things can be done
- Excellent communication skills and confident with IT systems

Progression: We won't stop you from being ambitious or wanting to develop yourself, in fact we encourage it. If you want to advance your career, as an SRA training centre, The Partnership can help you develop into a fully qualified role.

Benefits

- Private health benefit
- Childcare vouchers
- 23 days' holiday per annum (plus 3 days leave between Christmas and New Year)
- Social events arranged quarterly
- Free fruit, fizzy drinks, biscuits, orange juice and chocolate!

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