

RESIDENTIAL PROPERTY ASSISTANT

Are you a residential property assistant looking for a new challenge? Are you committed to great client service, getting to know your clients, and looking after their needs with compassion and genuine interest with unrivalled skills and knowledge? Are you ready to stretch your abilities and take the next step in your career? If the answers to all of these questions are 'yes' we believe we could be a good fit together.

Qualifications

- A good understanding of the CQS Protocol and conveyancing procedures.
- Ability to assist with management of a caseload efficiently.
- Excellent organisation and time management skills and an ability to prioritise workload.
- Ability to work under pressure and maintain professional standards at all times.

Main Responsibilities

- Respond to existing clients as well as dealing with new business enquiries.
- Provide the highest levels of accuracy, speed, confidentiality, and presentation.
- Client attendance – welcoming clients where appropriate, taking messages or instructions from clients if they are attending the office to provide information.
- Completing AML checks to comply with the Money Laundering legislation formalities.
- Communicating messages to the Partners or fee earners within the office.
- Setting up completions and communication with the Accounts Department to facilitate completions.
- Attending and participating in the Firm's social, charitable and marketing activities as required.
- Complying with the Firm's policies and procedures.
- Complying with the SRA Rules.

Personal Skills

- Be motivated, well-organised, flexible and with a proactive can-do attitude.
- Be able to work effectively in a team, individually and on your own initiative.
- Have the ability to work effectively under pressure and to strict deadlines.
- Have excellent attention to detail.
- Have strong written and oral communication skills.

The Benefits

- Competitive Salary, dependent on experience.
- Private Medical Care after passing probation.
- Discretionary bonus scheme.
- Additional day off for your birthday.
- Complimentary breakfast on the first Friday of the month.

This is a full time position, however, we will consider part time for the right candidate.

If you would like a confidential chat or more details please contact our Practice Manager, Sarah Faulkner, sfaulkner@rollasons.com, 01327 301771.