



Administration Assistant

£17,500

Direction Law is a firm proudly built on relationships. With a staff of over 180, and with 45 years of experience, we are a niche firm offering a range of conveyancing and other legal services to Private Individuals, Housing Providers and Business clients.

An exciting opportunity has arisen for an Administration Assistant to join our New Build Shared Ownership – Pre Exchange team based in Canterbury. You will play an important part in ensuring the team consistently delivers a high standard of work to meet the needs of the client and also our work providers.

Our team works to strict deadlines therefore the ability to effectively prioritise your workload and stay calm under pressure is essential.

Responsibilities:

- Scanning.
- Filing.
- Dealing with incoming and outgoing post.
- Producing legal documents.
- Any other ad hoc administration tasks deemed reasonable to meet the needs of the team in the delivery of excellent client service.
- Participate in all training programmes initiated by the Line Managers.
- Report all issues of concern to the Head of Department or as they may direct.
- To adhere to policies and procedures of the Firm.
- To administer daily work within the restrictions of GDPR, Law Society Conveyancing Quality Scheme and Solicitors Regulation Authority.
- To undertake additional tasks as deemed reasonable to meet the needs of the team in the delivery of excellent client service.

Ideally, we are looking for someone who has excellent communication skills and will be confident in communicating with people face to face, on the telephone and also via email. You will have great IT skills and be comfortable in using our case management system (training will be provided).

To be considered for the role you will have a minimum of 5 GCSEs A – C or equivalent. Ideally you will have previous experience of working in an office/customer services environment.

If you join our team, you will be undertaking office tasks which support our case officers with their daily work. This will provide you with a firm foundation as you develop your skills within the legal conveyancing environment.

We are a hard working team with a 'can do' approach to getting our work done therefore we welcome applications from likeminded people.

If you are interested in this position and would like to be considered, please send your CV with covering email to recruitment@directionlaw.co.uk.

You must be eligible to work in the UK.

No agencies, thank you.