



Fee Earner 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 in our Canterbury office for a Fee Earner Assistant in our Residential and Resales team, working Monday–Friday, 8.30am - 5.00pm.

Responsibilities:

- Managing an administrative workload under the guidance of a Fee Earner.
- Providing administrative support to Fee Earners by opening files, telephone management, filing, photocopying, email management and dealing with general day to day correspondence.
- Drafting documents and bills under supervision using precedents and templates.
- Dealing directly with clients, developers, Housing Associations and their solicitors, estate agencies, mortgage companies and brokers on the telephone and by email.
- Reporting to clients on important documentation.
- Dealing with legal enquiries from clients and other associated third parties.
- Ensuring Firm policy and procedure is adhered to during the transaction.
- 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.

Requirements:

- Good verbal and written communication skills.
- A positive attitude to work and the ability to work under time constraints and deadlines.
- Ability to prioritise work and keep calm under pressure.
- Excellent written and verbal communication skills, with confidence to speak to people on the phone.
- Excellent client care skills.
- Previous legal admin experience, preferably in conveyancing is desirable but not

essential. Training and support will be provided

We are a hard-working team with a 'can do' approach to providing outstanding service, so we welcome applications for 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.