



Data Entry Assistant

£17,500

We are looking to recruit a Data Entry Assistant to join the New Business team based in Canterbury. This is a permanent position covering full time hours, 8.30 – 17.00, Monday to Friday.

Direction Law is a firm proudly built on relationships. With a staff of over 180, and with over 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. Our expertise and increased market share allows us to continually expand our business to meet the demands of our work providers and clients, therefore we are looking for enthusiastic individuals to join our business, who wish to be part of our success.

To be considered for the role you will have a minimum of 5 GCSEs A – C or equivalent. Previous office experience is not necessary as we will provide you with full training, however it is essential that you have lots of enthusiasm, a desire to provide an excellent service and most importantly are prepared to work hard to support the team.

The ideal candidate will be able to demonstrate the following:

- Ability to work under pressure
- Strong computer skills, including Excel, Word, E-mail, and Microsoft packages
- Fast and accurate data entry
- Good numeracy
- Excellent communication skills, face to face, telephone and written
- Flexibility to meet the needs of the business
- Any other ad hoc tasks
- Ensuring Firm policy and procedure is adhered to during the transaction
- Participate in all training programmes initiated by the Line Manager
- 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.

As a member of the team your main responsibilities will be:

- Data entry and opening of new files on our case management system
- Filing and other administrative tasks
- Producing correspondence
- Liaising with external organisations and other departments within the firm.

We are a hardworking, friendly team with a 'can do' approach to getting our work done, and 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.