

JOB DESCRIPTION:
CLIENT SERVICES ASSISTANT

Job Title : Client Services Assistant
Department : Conveyancing & Compliance / Reception
Reports to : Head of Conveyancing / Practice Administrator
Hours of work : Full time – 36 ¼ hours per week
(8:45am to 5pm Monday to Friday with a one hour unpaid lunch break)

Main duties

- Providing conveyancing quotations to Clients over the telephone.
- Opening new conveyancing files.
- Assistance with file reviews.
- Assistance on reception as required.
- General administration duties as and when required.

Required skills and experience

- Prior experience of working in a legal environment preferable, but not essential as full training will be provided.
- Good customer service skills both over the telephone and in person.
- Thorough knowledge of Microsoft Office.
- Must be well organised and methodical with excellent attention to detail and prioritisation skills.
- Must be able to work under pressure.
- Positive, helpful and enthusiastic.
- A team player, able to work on your own initiative but also as part of the team.

To apply please send your CV and Covering Letter to acm@blackhurstbudd.co.uk