JOB DESCRIPTION

CONVEYANCING ASSISTANT - RESIDENTIAL PROPERTY DEPARTMENT

NORWICH

Full Time Position

Would you like to work for a top regional law firm committed to providing high quality legal service across a wide range of practice areas? We are growing our Norwich Residential Conveyancing Department and recruiting for a proactive and confident team player to work within the busy, friendly and vibrant residential department.

This position is ideal for a candidate with conveyancing experience or someone who is keen to embark on their conveyancing career.

Working within one of our busy conveyancing teams you will need to be organised, eager to learn and enjoy working in a fast-paced environment. Full training will be provided.

The successful candidate will:

- Have exceptional client care skills
- Be willing to learn new skills
- Have excellent attention to detail
- Be well organised and self motivated
- Ability to stay calm under pressure

Full company training will be given to the successful candidate who will also benefit from staff perks, with the opportunity to progress and develop your career. All roles are preferably full time although we will consider part time applications.

To apply please download the application form, complete and send this along with your CV to:

rlaws@fosters-solicitors.co.uk

Applications sent by post should be sent to:

Rebecca Laws - Head of Residential Property, Fosters Solicitors, 19 Bank Plain, Norwich. Norfolk, NR2 4FS.

We are an Equal Opportunities Employer.