



## JOB DESCRIPTION

### **PARALEGAL / LEGAL ASSISTANT - RESIDENTIAL PROPERTY**

#### **NORWICH / WYMONDHAM**

Full-time

We have two fantastic opportunities for experienced and forward-thinking individuals who thrive on providing quality conveyancing service and want to develop their careers. We are looking for enthusiastic candidates who have conveyancing experience and enjoy working as part of a team.

Fosters promotes a friendly open culture throughout our business, with our large residential property department covering all three of our branch offices. We have two positions available, with one based at our Norwich head office and the other at our branch in Wymondham.

The right candidates should be able to demonstrate that they can work within a structured team with clear responsibilities, and must be able to use their own initiative, with strong emphasis on outstanding client care.

Main responsibilities include, but are not limited to:

- Working within a small team supporting the lawyer/fee earners with residential property and conveyancing administration.
- Issuing draft contracts, submitting searches, dealing with completions, liaising with and providing updates to clients and suppliers of business with confidence.
- Using a case management system to produce your own work.
- Delivering a high level of customer care and service standard to clients and providers of conveyancing matters.
- Working efficiently and effectively in a busy environment.

Salary will depend on experience. This is an exciting opportunity for personal development in a forward-thinking firm, with a great working environment and office culture.

These positions will be closed on offer, please apply as soon as possible and in person, as these posts will not be filled through agencies. We are an Equal Opportunities Employer.

Applications should be made using the Fosters' application form and emailed to: [rlaws@fosters-solicitors.co.uk](mailto:rlaws@fosters-solicitors.co.uk)

Applications returned by post should be sent to: Rebecca Laws, Fosters Solicitors, 19 Bank Plain, Norwich. Norfolk, NR2 4FS.