

## Legal Secretary - Commercial (Property)

### Job description

<b>Job purpose</b>	To support the Commercial team with administrative and secretarial support. Primarily supporting the Commercial Property team to provide high quality efficient proactive legal services to clients whilst maintaining excellent relationships with estate agents, lenders, referrers and other 3 <sup>rd</sup> parties. Practice areas will include Commercial Property, New Build Purchases, Hotel Room purchases, Lease Extensions and some complex Residential Property matters.
<b>Reports to</b>	Head of Commercial Property and Commercial Property Partner
<b>Accountable to</b>	Commercial departmental solicitors, Practice Manager and Partners.
<b>Hours</b>	Monday – Friday 8:45 – 5:30 (1 hour unpaid lunchbreak)
<b>Location</b>	Winston Solicitors LLP 112 Street Lane Leeds LS8 2AL

### Main responsibilities

#### Commercial Property (main focus)

Assist the fee-earner across the whole of the conveyancing transaction but specifically:

- ▶ To be responsible for entering client details and matter details accurately on the Case management system, opening files, updating the system and preparing the necessary paperwork for the clients.
- ▶ Digital dictation as required
- ▶ Pro-actively respond to enquiries from clients, the other side, estate agents, referrers, lenders and other third parties recording accurately any message and pass the same on to the appropriate person without delay, thus providing prospective and existing clients and third parties with high standards of client care.
- ▶ File management – file notes, emails, updating case management system, dealing with incoming and outgoing post and filing
- ▶ Adhering to all anti-money laundering procedures, performing AML checks and compliance with the firm's accounting procedures
- ▶ Request searches, relevant documents, redemption statements, deeds and required information from the Land Registry, Search Providers, lenders and other 3<sup>rd</sup> parties
- ▶ Type transfer deed and replies to requisitions where required, prepare for exchange of contracts, completion statements, bills and set the file up for completion
- ▶ Promptly provide quotes to prospective clients in a professional and efficient manner
- ▶ To be responsible for the administration of post completion procedures to include the making of Land Registry applications, Stamp Duty Land Tax Returns submission and service of notices relating to assignments and mortgages of leasehold property.
- ▶ Highlight any issues or concerns regarding the file to the fee-earner
- ▶ Managing fee-earner's emails in their absence
- ▶ To undertake such work in relation to client matters or any administrative duties that may be required such as typing and word processing, photocopying, making and taking phone calls plus any additional duties as required to help with the smooth running of the practice
- ▶ To ensure confidentiality and security for all firm and client documentation and information.

#### Employment and Commercial

Occasional secretarial support with team secretaries on leave or absent.

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## Commercial Litigation

- Assist with photocopying, preparation of bundles, and ad hoc administrative duties, often in a time pressured environment in order to meet court deadlines.

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## Person specification

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### Essential skills required

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- ▶ Must be able to audio and copy type at high level, with accuracy and have the ability to work under pressure and without supervision.
- ▶ Must be proficient in Microsoft Outlook, Word and Excel
- ▶ Excellent communicator and team player
- ▶ Ability to work autonomously
- ▶ Ability to effectively manage conflicting priorities
- ▶ Capable of using diplomacy, tact and sensitivity when dealing with others
- ▶ To have the initiative and desire to be able to raise the firm's profile and recognise business opportunities
- ▶ Possess commercial awareness
- ▶ Ability to make timely and well considered decisions

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### Essential knowledge required

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- ▶ An understanding of commercial property
- ▶ An understanding of residential conveyancing
- ▶ Anti-Money Laundering Procedures

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### Essential experience required

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- ▶ Working within a law firm or solicitors
- ▶ Working within a commercial or property department as a secretary or assistant
- ▶ Experience of working with case management systems

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### Desirable knowledge

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- ▶ Law degree
- ▶ Knowledge of other areas of law particularly residential property including new build

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### Desirable experience

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- ▶ A secretarial qualification; such as RSA would be extremely advantageous.
- ▶ Experience working in other areas of law, particularly residential conveyancing and new build
- ▶ Preparation of court bundles

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### Essential behavioural characteristics

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- ▶ Excellent telephone manner
- ▶ Commitment to continuous improvement and high quality service
- ▶ High degree of personal integrity and commitment to fairness, diversity and equality
- ▶ Willingness to participate actively in training and development
- ▶ Genuine willingness and desire to progress themselves, the department and business they work within
- ▶ Professional appearance
- ▶ Ability to inspire and motivate self
- ▶ Conscientious
- ▶ Excellent time keeper

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## Special conditions

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Any job offer will be subject to satisfactory references which will not be taken up until after interview and a clear DBS and Anti-Money Laundering check which will be taken upon commencement of employment.