



ABD Legal Services Ltd

Job Title:	Legal Assistant		
Department/Group:	Commercial Property, Land & Development		
Location:	Swindon and/or Marlborough (ideally Swindon)	Travel Required:	Yes, if required to other office locations
Level/Salary Range:	Competitive	Position Type:	
Line Management Responsibility for:	N/A	Date Posted:	
Date Posting Expires:	Closing Date:		
Responsible to:	Tim Hotchkiss Partner – Commercial Property, Land & Development		
Job Description			
<p>About Awdry Law:</p> <p>Established in 1750, we are an award-winning firm having been presented in the past with the Law Society's Excellence Award for Innovation and two awards for excellent customer service. From our offices in Devizes, Chippenham, Marlborough, Royal Wootton Bassett and Swindon, we serve clients in Wiltshire, Berkshire, Hampshire, Somerset, Gloucestershire, Bath, London, and throughout the UK. We provide a comprehensive range of first-class legal services for individuals, families, and businesses.</p> <p>Our purpose is to provide excellent client service and exceed expectations by being dynamic, inspiring, and proactive; client service is at the heart of everything we do. We have a fantastic group of people who work hard, are dedicated and demonstrate great commitment so in return for aiming towards these standards we will back you, help you to improve and support you in being the best we can.</p> <p>Why You'll Love Working with Us:</p> <p>Join us and be part of a culture that values creativity, hard work, individuality, ambition, and fun! We offer competitive pay, fantastic employee benefits, and the opportunity to grow in a thriving, forward thinking environment. And yes, our legendary social outings are not to be missed! This is more than a job; it's a chance for you to develop new skills and be part of our success.</p> <p>We have a fantastic group of people who work hard, are dedicated, and demonstrate great commitment so in return for aiming towards these standards, we will back you, help you to improve and support you in being the best we can. Our values are the platform upon which everything is built:</p> <p>Our Values:</p> <p>Everything starts with you: People Matter, whether you are a client or part of our team.</p> <p>Always driving forwards: We always show ambition and energy to achieve results.</p> <p>Be brilliant: We create positivity, excellence, and innovation.</p> <p>Every person, every time: We are consistent and reliable and give our best every time:</p>			

ROLE AND RESPONSIBILITIES

Job Purpose:

To work for a Partner within the Commercial Property, Land and Development teams providing high quality support to enable lawyers to carry out their work and help free up time for them to work on more technical and complex matters. To engage with the team and clients to build and develop strong working relationships and contribute towards making Awdry Law an inspiring and successful place to work.

Typical Activities:

Responsibility for: -

- Providing administrative support to a high standard **working alongside a Partner of the firm**
- Dealing with client's matters where appropriate.
- Drafting legal documents (with the appropriate guidance) when required.
- Preparing files for billing and completion.
- Screening incoming calls.
- Sorting and prioritising mail, emails and telephone messages.
- Dealing with digital dictations in a priority order.
- Provision of a professional, efficient & friendly service to clients with the ability to recognise when clients may be going through a difficult process.
- Commitment to the LEXCEL & Investors in People standards, the requirements of the Law Society and to understand them.
- Being familiar with the requirements of the Solicitors Accounts Rules which affect the receipt and payment into the bank of cheques and the accounting of client's monies.

Support with: -

- Liaison with clients and other parties to update and ensure awareness of transaction process at the appropriate times.

ESSENTIAL AND DESIRABLE SKILLS, EXPERIENCE AND QUALIFICATIONS

Essential:

- Excellent knowledge & experience of legal work. The role may require the postholder to work at Paralegal level on occasions, however the role is not a fee earning role.
- To have the ability to remain calm, polite, and focused when dealing with different situations
- To have excellent communication skills both verbal and written.
- The ability to build relationships and work collaboratively with all employees.
- Experience of drafting legal documents (with guidance).
- Sound general administrative experience.
- Great attention to detail.
- To enjoy a varied workload and working at pace.
- To be able to produce a high standard of work when under pressure.
- The ability to make sound decisions taking ownership when required.
- To present in a professional manner.
- To demonstrate flexibility in approach.
- To have excellent IT skills including Microsoft packages.

Desirable:

- A strong background in property legal work, to include residential conveyancing and/or land & development work.
- Previous experience working within a busy property legal teams

Qualifications:

No specific qualifications required

Additional Notes:

This Job description is not intended to cover all aspects of the role. You may be required to complete other tasks that are in keeping with the general nature of the position.

Reviewed By:	TH / TH	Date	29072024 28012025
Last Updated By:	LL/ LL	Date/Time:	29072024 28012025