ABD legal Services Ltd

Job Title:	Legal Assistant		
Department/Group:	Conveyancing		
Location:	Swindon	**Travel Required:**	Yes, if required to other office locations
Level/Salary Range:	Competitive	**Position Type:**	Full-time, permanent
Line Management Responsibility for:	N/A	**Date Posted:**	
Responsible to:	Team Leader - Conveyancing		

Job Description

About Awdry Law:

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, Bath 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. 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.

Why You'll Love Working with Us:

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. 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 the best we can.

Our values are the platform upon which everything is built:

Our Values:

Everything starts with you: People Matter, whether you are a client or part of our team.

Always driving forwards: We always show ambition and energy to achieve results.

Be brilliant: We create positivity, excellence, and innovation

Every person, every time: We are consistent and reliable and give our best every time:

ROLE AND RESPONSIBILITIES

Job Purpose:

To work within the Conveyancing department 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: -

- Dealing with client's matters where appropriate
- Typing of correspondence, filing and opening new files
- Ordering Searches and Land Registry documents
- Preparing files for billing
- Screening incoming calls
- Sorting and prioritising mail, emails and messages
- Dealing with client's matters where appropriate
- Preparation of straightforward legal documents
- Provision of a professional & friendly service to clients
- Commitment to the LEXCEL standards, the requirements of the Law Society and to understand them.
- Being familiar with the basic 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.
- To support with reception, cover as required

ESSENTIAL AND DESIRABLE SKILLS, EXPERIENCE AND QUALIFICATIONS

Essential:

- Experience of legal work
- 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
- 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 legal conveyancing work
- Previous experience working within a busy Conveyancing team.

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:	LG	Date:	27072026
Approved By:		Date:	
Last Updated By:		Date/Time:	