**Legal Secretary (Full Time but Part Time/Flexible arrangements considered for the right applicant)**

We are looking for a polite, friendly and professional Legal Secretary to provide effective and comprehensive administrative support to the Regional Solicitor within the TW Legal Services Team.

You will have a natural and engaging communication style, demonstrating a methodical organised and accurate approach to all tasks with close attention to detail.

**The Role:**

* Production of correspondence and memoranda using audio and copy typing maintaining high standards of presentation and accuracy
* Amending and checking complex documents
* Undertake all pertinent property searches, including using an electronic conveyancing provider and paper submissions where appropriate and co-ordinate/ chase up results
* Produce and distribute legal reports and bibles of documents to clients, consisting of title/search/contract information
* Completion and submission of SDLT forms and Land Registry applications
* Ensure timely reporting by the regional solicitor of monthly acquisition status report
* Use of Land Registry Direct/Companies House
* Keeping track of key dates
* Maintaining filing systems and deed packets
* Secretarial duties including, photocopying, scanning, circulating documents and bundles ensuring they remain accurate and legible at all times, arranging meetings, preparing reports and other ancillary administration tasks

**The Person:**

* A methodical organised and accurate approach to all tasks with close attention to detail
* Substantial experience providing secretarial/admin support preferably in a legal property environment
* Managing large workloads and the ability to work under pressure, whilst remaining calm and collected
* Pleasant outgoing personality and confident telephone manner
* The ability to work as part of a team
* Enthusiasm, flexible, willingness to learn with the potential to develop the role and assume responsibility
* The ability to communicate clearly and effectively at all levels
* IT literate with extensive knowledge of Word/Excel/Outlook and other IT processing systems and computer data base and key board skills
* Fast accurate audio typing skills
* Excellent organisation skills, ability to maintain complex paper and computer based filing and information systems

**In order to be successful in this role you must be able to prove eligibility to work in the UK.**

**The Company:**

Taylor Wimpey is a FTSE 100 business and one of the largest residential developers in the UK, building new homes and communities across England, Scotland and Wales.

Our vision is to become the UK’s leading residential developer for creating value and delivering quality. We build over 10,000 homes each year, from one-bedroom apartments to six-bedroom houses all across the country.

Our people are passionate about the house building industry and about our customers. Culturally we pride ourselves in having a diverse work force with an opportunity to grow a career in a variety of environments. We look to develop our people in the skills and areas they are most interested in so if you are looking to join a thriving company going through an exciting period then please get in touch.

**Internal applicants – please advise your Line Manager if applying for this role.**