**Legal Secretary/Administrator**

**The Role:**

* Provide extensive secretarial/admin support to the Head of Plot Conveyancing and where necessary, the Divisional Legal Managers, Regional Solicitors and Dispute Resolution Solicitor
* To be involved in the efficient management of transaction files
* To maintain Head of Plot Conveyancing’s diary, make appointments, arrange meetings/events including providing refreshments as necessary.
* To undertake research, investigations, collating information and dealing with customer enquiries
* Review files for archiving, retrieve files from storage and maintain the archiving schedules
* Liaise with both internal and external customers
* To manage incoming and outgoing mail in all mediums
* To assist with various projects allocation to the Head of Plot Conveyancing from time to time
* To be familiar with all relevant computer packages
* To assist the Legal Department by troubleshooting on IT packages and acting as a point of contact for IT issues.
* To demonstrate a typing speed of 65/70 wpm and 90% accuracy
* To ensure the confidentiality of all information and all documentation
* To have an appreciation of legal procedures and company procedures
* To maintain all Training Records for the legal personnel and undertake any specific training when required
* To maintain a diary scheduler

**The Person:**

* Extensive I.T. skills including the use of Word and Excel together with on-line facilities such as the Land Registry Portal, Stamp Duty Land Tax and search providersSubstantial experience providing secretarial/admin support in a legal property environment
* A methodical and accurate approach to all tasks with close attention to detail
* Pleasant outgoing personality and confident telephone manner
* Enthusiasm, flexible, willingness to learn together with a “can-do” attitude with the potential to take more responsibility as the role evolves
* The ability to work in a demanding and pressurised environment
* Excellent organisation skills, ability to maintain complex paper and computer based filing and information systems.
* Demonstrating execellent customer service and being customer centric in all dealings

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

If you are successful at interview and the Company considers making an offer of employment, you may be asked to give your consent to the following pre-employment check[s] being undertaken by our third party provider, Experian (or any other appropriate third party provider that the Company chooses to engage).

The type of checks made will depend on the role in question but may include any or all of the following

Criminal records (DBS);

Credit reference

DVLA

The purpose of such checks will be to assess your suitability for the role. If it subsequently transpires that you have given incorrect, false or misleading information, your application will not be taken further.

**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.

**Please advise your Line Manager if you are applying for this role.**