**Legal Administration Assistant**

We are looking for a polite, friendly and professional Legal Administration Assistant to provide a proactive, service led, cost effective secretarial and administrative support to the Regional Solicitor and Plot Conveyancing team.

You will have enthusiasm, flexibility, willingness to learn together with a “can-do” attitude with the potential to take more responsibility as the role evolves.

Based in our office in Paisley, the job has a key role managing the smooth running of the department that supports the business, particularly in relation to its key operation of plot sales, including the provision of accurate reports and forecasts.

**The Role:**

* Responsible for assisting with the secretarial and administrative support to the Regional Solicitor and the Plot Conveyancing team.
* Maintain high standards of presentation and accurate content of all documents and correspondence issued by the Department
* Typing and/or producing all dictated correspondence to include offers, contracts and documents as directed.
* Assisting the Business Unit with mail and reception rota.
* Assisting with mail for the Department including the Legal Post monitoring report and pulling files for Regional Solicitor.
* Maintaining the filing archive and computer information systems utilised by the Department.
* Dealing with telephone enquires as they arise and referring to the appropriate member of the Department or other Departments when required.
* Provide general office duties which will include filing, photocopying, scanning, audio/copy typing, telephone work, stationary orders and post etc (this list is not exhaustive)

**The Person:**

* Proven experience within a busy office environment.
* Methodical and accurate approach to all tasks with close attention to detail
* Extensive I.T. skills including the use of Word and Excel.
* Pleasant outgoing personality and confident telephone manner. .
* The ability to work as part of a team and able to communicate at all levels.
* Excellent organisation skills, ability to maintain complex paper and computer based filing and information systems.
* The ability to work in a demanding and pressurised environment, whilst maintaining a customer focussed attitude.

**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.**