**Legal Secretary/Assistant**

We are looking for a pleasant, outgoing and confident Legal Secretary to provide secretarial and administration support to the Divisional Legal Manager and Plot Conveyancing team. The job has a key role managing the smooth running of the department.

Based in our office in Bristol, the successful candidate will be responsible for providing legal secretarial/paralegal support to the Divisional Legal Manager and Assistant Divisional Legal Manager.

The successful candidate will demonstrate exceptional PC skills including Microsoft Office/Excel/Powerpoint, as well as excellent organization skills with the ability to maintain complex paper and computer based filing and information systems.

**The Role:**

* Accurate preparation of the legal sales pack and contract documentation for plot sales and part exchanges using the departments computer case management system
* Ensuring the departments computerized case management system is updated and accurate at all times
* Completion and submission of SDLT forms and Land Registry applications
* Undertake all pertinent property searches, including using an electronic conveyancing provider and paper submissions where appropriate and co-ordinate/ chase up results
* Photocopying the master sales pack bundles when required ensuring they remain accurate and legible
* Audio typing and/or producing all correspondence and documents as directed, maintaining high standards of presentation and accuracy
* Maintaining the filing archive and computer information systems utilized by the department
* Dealing with telephone enquiries as they arise and referring to the appropriate department member when required
* Assisting other teams and providing holiday and sickness cover when required
* Taking responsibility for administration roles when requested such as stationery, banking and post etc.

**The Person:**

* A methodical and accurate approach to all tasks with close attention to detail
* Fast and accurate audio typing skills (minimum 85 wpm) / shorthand an advantage
* Confident telephone manner and ability to work as part of a team
* Enthusiasm, flexible, willingness to adapt, learn and potential to take more responsibility and a sense of humour.
* Have a “Can Do” attitude and motivation to work in a team to achieve company goals.
* Flexible and co-operative attitude towards work
* Customer Focused.
* Proven experience within a busy office environment, preferably within a law department in-house or private practice dealing with volume residential conveyancing.

**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.

**If you are interested in this role please send your C.V. to** [**nilam.hirani@taylorwimpey.com**](mailto:nilam.hirani@taylorwimpey.com)**, for the attention of Nilam Hirani, Legal Secretary, IT Coordinator.**

**Closing date: Friday 9th October 2015**

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