

## Job Description

<b>Job Title:</b>	Legal Assistant
<b>Team:</b>	Commercial Property
<b>Reporting to:</b>	Senior Partner

Laceys is a well-established, trusted and forward-thinking local law firm operating from 2 Bournemouth based offices across a broad spectrum of practice areas.

We're recognised in the Legal 500, demonstrating our strength and depth of legal advice across a range of services, for both individuals and businesses.

### The Role:

As an experienced administrator, providing high level one-to-one support to the Senior Partner in the Commercial Property team.

Duties include:

- Remaining fully up to date with the Senior Partner's cases, able to respond efficiently to client queries as a first point of contact, ensuring a positive client experience and maintaining excellent ongoing relationships
- Opening files in a timely manner, ensuring that all required compliance has been undertaken in accordance with Laceys policies and procedures and is recorded efficiently on the case management system
- Undertaking and effectively prioritising dictated tasks on a daily basis, which will include creating various emails and letters to clients and third parties as well as drafting of contracts and transfers
- Effectively managing numerous versions of large documents including contract, leases, licenses and mortgage deeds - ensuring accurate version control and use of tracked changes. Consistently demonstrating attention to detail
- Managing all incoming and outgoing post and correspondence for the Senior Partner on a daily basis
- Working in a 'paper light' way, scanning documentation and ensuring that electronic files are maintained to a high standard on the case management system
- Maintaining all case files to a high standard and in accordance with SRA requirements, the Law Society protocol, Laceys' procedures and the LEXCEL quality mark requirements
- Archiving and file retrieval
- Diary management and coordinating appointments, including all correspondence

and logistics

- Maintaining awareness of deadlines and key dates, prompting the Senior Partner for information as appropriate. Organising own workload effectively, and with flexibility, in order to meet deadlines. Ability to work independently on your own initiative as appropriate
- Ensuring that cases are progressed effectively, completing all tasks in a timely manner including completion of online stamp duty forms and using the Land Registry portal for searches, registering titles and obtaining office copy documents
- Maintaining ongoing up-to-date knowledge and understanding of all processes relating to the progression of commercial property transactions including use of systems such as Infotrack, for example for land searches
- Regularly keeping the Senior Partner updated including with regard to progression of cases and workload
- Undertaking related accounts procedures including bank transfers in accordance with our policies and procedures and anti-money laundering regulations. Assisting with billing and dealing with money received, as directed
- Managing the closure and storage of completed files, including ensuring that all compliance has been undertaken
- Assisting the wider team of Legal Assistants and fee earners as required. You may be required to support some residential property cases.
- Undertaking such other secretarial and administrative duties commensurate with the role, always considering how you can improve upon administrative processes
- Assisting in training of new colleagues as appropriate

## **The Person**

Qualifications:

- GCSE (or equivalent) Maths and English is a minimum
- A legal secretarial qualification or business or administrative qualification to NVQ Level 3 or equivalent is an advantage

Knowledge:

- A good understanding of how to manage a variety of administrative duties
- A high degree of IT literacy, particularly a good familiarity with MS Office and ideally with experience of using electronic case management systems
- Knowledge of property law process would be an advantage

Skills:

- Resilient and highly organised in a busy working environment – an ability to prioritise and provide support to a number of fee-earners and partners across a

wide range of cases

- Excellent interpersonal and communication skills
- Ability to work independently on your own initiative, with minimum supervision
- A strong team player who supports colleagues and the work of the team
- Attention to detail and effective time management
- Flexible and motivated. We value enthusiasm and commitment as well as ability and experience

Experience:

- Previous experience in a similar role in a law firm, legal department or other professional services setting
- Proven administrative experience



