

We are one of Bristol's multi office law firms, working with clients nationwide. We have a thriving conveyancing department as well as Family, Education, Wills and Probate, and Employment departments. Currently we have four offices in Bristol and Bath. Due to further expansion and an increase in new client inquires an exciting opportunity have arisen. We are seeking to appoint a Conveyancing Paralegal to join Watkins Solicitors on a full-time basis. Continual training is very much supported by the firm. The firm embraces new technology to assist with work.

1. The successful candidate will need to ensure they build good working relationships with external institutions and organisations including Estate Agents, Solicitors and mortgage advisors and any other third party:
2. To manage filing of post and preparing mail and enclosures for dispatch
3. To undertake any copying and scanning
4. To manage the opening, closing, storage and retrieval of client files in accordance with the practices office manual
5. To obtain title deeds and prepare a draft Contract package when acting for the Seller
6. Carrying out searches as and when required
7. Preparing invoices and completion statements

We are looking for the successful candidate to be professional and able to work from their own initiative, to demonstrate meticulous attention to detail and to effectively manage their time to handle a number of cases to meet client needs.

In return you can expect a rewarding career. We believe in looking after our employees which is why we offer a great flexible work policy to help you balance your personal and professional lives, Recognition Award Scheme, Child Care Scheme and Bike2Work Scheme. We also support employees working from home.

The successful candidates will be based at our Fishponds branch, but may be required to attend other branches on occasion.

The salary will be £16,320 per annum.

To apply please send a CV with a covering letter to Jennene Warmington jw@watkinssolicitors.co.uk. Applications must be submitted by 6pm on Tuesday 14th August 2018.

This firm welcomes applications from all sections of the community irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.