



Title: Legal Assistant

Department: Property Team

Location: Merthyr Tydfil office

At JNP Legal, we're known for our practical, client-focused approach and strong team culture. With over 50 people across four offices in South Wales, we combine high standards with a supportive environment where you can learn, grow, and progress.

The role

We're now looking for a Legal Assistant to join our busy Property Team. As a Legal Assistant in our property team you will be the first point of contact for our clients.

This is a busy, people-facing role that's key to keeping the office running efficiently and clients happy.

You'll work alongside experienced solicitors and lawyers to help clients move through the property process smoothly — from initial onboarding to completion. The role involves client contact in person and by telephone/email, drafting documents, handling searches, and keeping cases moving efficiently.

This role is ideally suited to an experienced legal assistant who **enjoys and values the support role** and is looking for a **stable, long-term position**.

It is **not designed as a progression route into fee earning or qualification**, and applications are particularly welcomed from candidates who are committed to remaining in a legal assistant role.

Day-to-day tasks:

- You will deal with telephone and in person enquiries, documents, client identification and all associated tasks to keep the property cases moving through the process in a timely and efficient manner.
- Liaise with clients, estate agents, and mortgage brokers.
- Draft key documents and manage client onboarding.
- Keep accurate records and help maintain smooth department operations.

Role requirements:

- 12+ months' experience in property or conveyancing support.
- Confident communicator (written and verbal).
- Previous reception or front-of-house experience.
- Good attention to detail.
- Comfortable using Outlook, Word, Excel, and case management software.
- Able to multitask and prioritize in a fast-paced setting.
- Good communication, organisation, and attention to detail.

What we offer:

- Competitive salary and an excellent benefits package including private medical insurance.
- Ongoing training and career development in a supportive team.

How to Apply: This is a direct hire—please apply to us, not through recruiters. Please submit your CV along with a short covering letter highlighting your relevant experience and why you'd be an ideal fit for this role to HR@jnplegal.org

Valuing clients. Delivering results.