



**Title:** Legal Assistant

**Department:** Property Team

**Main Location:** Llanishen, South Wales

**About Us:** At JNP Legal, we have a long history of providing exceptional legal services to our clients. Our firm is renowned for its commitment to excellence, innovative legal solutions, and a culture that values teamwork and professional growth. We employ around 50 members of staff and we are one of the premier law firms in South Wales.

**Join Our Team:** Are you passionate about the law and eager to further your legal career? We're looking for bright and ambitious individuals to join our team at JNP Legal. This is your opportunity to be part of a dynamic and supportive legal environment where your skills and potential will be nurtured to thrive.

**Role Overview:** As a Legal assistant in our Property team, you'll play a pivotal role in facilitating the smooth progression of property transactions. You'll be responsible for assisting our busy Solicitors with the process from offer acceptance to completion, liaising with clients, solicitors, estate agents, and other stakeholders to ensure a successful and timely completion of our cases. Whilst your main location will be the Llanishen office you may be required to attend any of our other South Wales Based locations on occasions.

#### **Key Responsibilities:**

- Supporting our solicitors in proactively managing their progress property case files through to completion, adhering to strict timelines and quality standards.
- Act as a liaison between clients, solicitors, mortgage brokers, estate agents, and other parties involved in the conveyancing process, providing regular updates and addressing queries.
- Keep clients informed at every stage, providing clear and concise updates on the progress of their transactions and addressing any concerns promptly.
- Providing administrative support to ensure efficient operations within the property law department, including typing, telephone answering and preparation of documentation as a few examples.
- You will be drafting completion statements, reports, LTT and SDLT returns, dealing with post completion matters and assisting with the smooth onboarding of our property cases to ensure all information is collated in a timely and efficient manner.
- You will collaborate with the property team to streamline processes and optimise efficiency by assisting with multiple cases simultaneously.

#### **Requirements:**

- At least 2 years' experience in a similar role within the legal property sector, demonstrating a strong understanding of the property process for residential and/or commercial conveyancing.
- Excellent communication and interpersonal skills with the ability to build rapport and manage relationships effectively.
- Strong organisational skills with the capability to prioritise tasks and assist our expert fee earners to manage a high caseload efficiently.
- A sound knowledge of conveyancing procedures, legal documentation, and regulations relevant to property transactions in England and Wales.
- Proficiency in using relevant case management software and systems for managing the conveyancing processes.
- A genuine and enthusiastic interest in Property law and legal procedures
- Excellent organisational skills with meticulous attention to detail
- Proficiency in MS Office suite and familiarity with legal research tools



**Benefits:**

- Competitive salary commensurate with experience
- Opportunity to work with a dynamic and supportive team
- Ongoing professional development and training
- Excellent employee benefits package including fully funded private health insurance.

If you're passionate about delivering exceptional service, possess excellent communication skills, and thrive in a fast-paced environment, we'd love to hear from you. Join our team and contribute to our commitment to excellence within our thriving property department.

**How to Apply:** Please submit your CV along with a cover letter highlighting your relevant experience and why you'd be an ideal fit for this role to [cairan@jnplegal.org](mailto:cairan@jnplegal.org)