



Walker Foster
Solicitors

Our company Mission is to provide clients with a valued, personal, and reliable service, building lifelong relationships throughout generations.

This is underpinned by our 3 core Values:



Our Values are brought to life through our team behaviours:
The Client and Colleague Charters



LEGAL ASSISTANT - CONVEYANCING

Responsible for providing a full administrative support service to Fee Earners in the Conveyancing department, in line with our Client and Colleague Charters

MAIN ACCOUNTABILITIES

- Manage client matters in a timely and accurate manner, using our case management system Proclaim, in line with Walker Foster standards and regulatory requirements
- Prepare, organise and archive legal files and all supporting documentation
- Manage the diary of the Fee Earner including booking client appointments and other meetings as required
- Prepare client correspondence using audio typing, word processing or digital dictation
- Handle client and 3rd party telephone calls, enquiries and requests, ensuring that all are dealt with efficiently and politely and in line with our Client Charter
- Take ownership of incoming e-mails, post, photocopying and other administrative duties as required
- Order property searches and carrying out of necessary client ID checks
- Prepare and oversee exchanges and completions, under the supervision and instruction of the Fee Earner
- Land Registry management – register completed properties and follow up as necessary
- Prepare client bills and manage account ledgers
- Provide support to other assistants and the management team as required

SKILLS AND CAPABILITIES

- **Verbal communication:** The ability to listen to clients and colleagues and respond in an approachable, respectful, and professional manner
- **Written communication:** The ability to communicate clearly, concisely and with accurate grammar and punctuation, in a tone which upholds the professional image and brand of Walker Foster
- **Organisational ability:** The ability to own and prioritise tasks and to use your time and resources effectively and efficiently
- **Strong IT proficiency:** Including use of Microsoft Office applications and our case management system, Proclaim
- **Teamwork:** The ability to treat colleagues with respect, and to be supportive and positive in the workplace in order to contribute to a friendly working atmosphere