



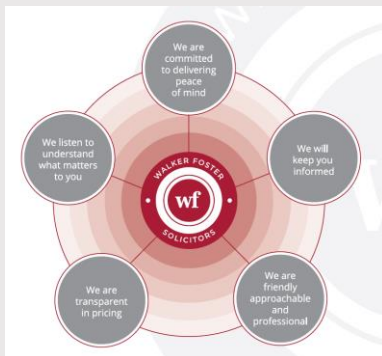
Walker Foster
Solicitors

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 – COMMERCIAL PROPERTY

Our legal assistants have the responsibility of providing a full administrative support service to Fee Earners in the Commercial Property team, in line with our Client and Colleague Charters.

MAIN ACCOUNTABILITIES

- Management of client matters in a timely and accurate manner, using our case management system Proclaim, in line with Walker Foster standards and regulatory requirements
- Preparation, organisation, and archiving of legal files and all supporting documentation
- Diary management for the Fee Earner including booking client appointments and other meetings as required
- Preparation of client correspondence using audio typing, word processing or digital dictation
- Handling of 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
- Ownership of incoming e-mails, post, photocopying and other administrative duties as required
- Responsibility for ordering property searches and carrying out of necessary client ID checks
- Preparation and oversight of exchanges and completions, under the supervision and instruction of the Fee Earner
- Land Registry management – registering completed properties and following up as necessary
- Preparation of client bills and manage account ledgers
- Provision of 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