

BHP Law is a well established regional law firm providing high quality legal services across the North East with offices in Darlington, Durham, Newcastle, Tynemouth and Stockton.

As a Senior Conveyancing Assistant within our Residential Conveyancing Team, you will be responsible for leading a team of Assistants to provide legal support to our legal experts across the team.

This is a permanent full time position.

#### THE ROLE INCLUDES, BUT IS NOT LIMITED TO:

- > Manage a team of up to 12 conveyancing assistants, supervising, and ensuring timely and accurate completion of their work.
- > Manage team and individual performance to ensure quality and completion of activities is to the desired standard
- > Support the recruitment, on-boarding and ongoing development of all colleagues
- > Complete timely reports and oversee workloads across the team
- > Lead on continuous updates and review of team processes to deliver an effective and efficient service to our clients
- > Deal with escalations from clients on the telephone and in person in a professional, courteous, and efficient manner
- > Escalate issues or concerns with potential solutions to the Partner pro-actively
- > Provide Secretarial support to other Fee Earners within the team as and when required
- > Provide Secretarial support to Fee Earners in other teams as and when necessary
- > To perform any duties necessary to ensure the continued efficient operation of the office

#### THE IDEAL CANDIDATE:

- > Previous experience in managing, coaching, and developing high performing teams
- > Previous experience as a legal secretary, ideally in a related area of law, or other secretarial experience gained in a similar office environment
- > Excellent ICT skills and the ability to demonstrate or gain a clear understanding of the firm's in-house software systems
- > Good organisational skills, a proactive approach to work, as well as the ability to prioritise and work to strict deadlines, whilst paying close attention to detail and accuracy (eg precise time recording)
- > Ability to communicate in a clear, concise manner, both in writing and verbally, including dealing with correspondence and telephone calls in a pleasant manner
- > Ability to use initiative where required and work with minimal supervision

#### REWARDS:

- > Excellent salary
- > Flexible, friendly working environment
- > Pension scheme
- > Private healthcare
- > Death in service
- > Referral bonus schemes
- > Career development and learning opportunities
- > Competitive annual leave package with an extra day for your birthday
- > Office closure during the Christmas break
- > Occasional staff rewards/gifts
- > Staff social events
- > Opportunity to join and be involved in the BHP Law wellbeing groups

---

#### APPLICATION

Application to: People Services Team via email: [recruitment@bhplaw.co.uk](mailto:recruitment@bhplaw.co.uk)

This firm welcomes applications from all sections of the community irrespective of age, marital status, race, religion, ethnic origin, nationality, sex, sexual orientation or disability.