

## **CONVEYANCING SECRETARY**

**Location: Dun Laoghaire**

**Experience not essential but may be an advantage. Training, as required, will be provided.**

### **Duties:**

Assisting Conveyancing Solicitor  
Supporting legal executives  
Scanning and filing of documents  
Sending out post  
Assisting with client queries  
Drafting of basic correspondence  
Phone Calls  
AML compliance

### **Leading to:**

Stamping and registration of deeds  
Reviewing and maintaining post completion files  
Dealing with vacated mortgages  
Discharging undertakings  
Dealing with final accounts  
Closing off files – sending deeds to banks, certificate of title etc.  
Assisting on current conveyancing files due to heavy workloads and during annual leave

### **Requirements:**

Enthusiastic and hard working  
Ability to work on own initiative with direction  
Receptive of direction  
Extremely organised  
Ability to prioritise  
Excellent communication skills with both colleagues and clients  
A team player  
Knowledge of Keyhouse CRM an advantage, but not essential  
Positive attitude and approach to work with willingness to learn

This role would suit an ambitious and hardworking team member who wishes to progress and develop a career with Partners at Law

Salary negotiable depending on experience

Applications by CV with cover letter to:

[amulhall@pals.ie](mailto:amulhall@pals.ie)

Telephone: Annmarie 2800340