



Job details

Job title: Commercial & Residential Property Assistant

Salary: Competitive

Hours: Full time (need to be available between 9.00am 5.00pm – 35 hours per week)

Location: Lytham St Annes

Closing Date: FRIDAY 22 OCTOBER 2021

About us

Based on Lancashire's Fylde Coast, and serving the entire Country, Coupe Bradbury believe that legal worries shouldn't be our clients worries. Our legal services cover business sales and purchases, commercial property, residential conveyancing, wills & probate, and family law.

We pride ourselves on the quality of advice we provide, on ensuring that we are in tune with the fast-moving legal environment, and on treating our clients with the utmost care.

We are an established law firm with a strong reputation for delivering a personalised, highly effective service. From our offices in Lytham St Annes and Kirkham we serve a range of individual and commercial clients, not just in the North West but across the UK.

Essential criteria:

- Strong attention to detail as you will be assisting with client files
- Excellent case management skills with an understanding and interest in searches and land registry applications
- Strong communicator with ability to build credible relationships with clients
- Polished individual who is able to confidently represent the company
- Proactive individual with ability to resolve problems
- Strong organisational skills with savvy to identify process improvements

This role would suit someone who has just completed LPC and is looking to gain exposure within a legal environment. You will support a Senior Solicitor with the drafting of documents and day to day transactional matters.

Benefits:

- 25 days holiday per year plus bank holidays

Application process

If you're looking for your first step in to a legal environment with a firm who will offer you the support and development that you're looking for then we would love to hear from you. Please email your full CV and covering letter detailing how your experience meets the requirements along with your salary expectations by the close date to Irene Hallas, Practice Manager at irene.hallas@coupe-bradbury.com