



**GOMER  
WILLIAMS**

## **JOB ADVERT**

### **Paralegal – Conveyancing**

- A well regarded law practice is currently looking to appoint x2 Paralegals to join their Conveyancing department in their Llanelli and Pontarddulais office.
- This thriving, expanding, property department is looking for paralegals with at least 12 months experience in residential conveyancing.

#### The Role:

- You will be a Paralegal / Legal Assistant with at 12 months experience working in Residential Property
- You will be used to handling files from initial instruction through to completion covering every part of the conveyancing process
- Ensuring transactions are managed proactively and clients, referrers and potential referrers receive the highest levels of customer service
- You will have support but you should be able to work with minimal supervision and be able to meet tight deadlines
- Experience in freehold, leasehold, re-mortgages, transfer of equity, right to buy, and shared ownership, new plot purchases.
- The position requires the ability to handle a caseload from instruction to completion and would suit someone who can work full time.
- Case administration and document management

#### Experience:

- Paralegal / Legal Assistant – 12 months experience