

Job Specification

Residential Property Assistant

Job title:	Residential Property Assistant
Reporting to:	Head of Department
Hours per week:	Full time 36.25 hours, Permanent
Location:	Wimborne

Frettens is looking for a Residential Property Assistant to join the team in Wimborne. The main purpose of this role will be to provide direct support to one of the Partners within the Residential Conveyancing Team. Previous knowledge of the Residential Property Process is essential.

Core values - what we look for in all Frettens staff:

Someone who:

- Is IT literate and confident in learning new processes
- Is consistently friendly and approachable
- Doesn't use jargon with clients
- Co-operates with colleagues from all teams
- Enjoys working as part of a team, helping and supporting others
- Has the ability to work calmly, even under pressure
- Takes personal pride in their work and responsibility for issues
- Maintains appropriate client contact

Essential qualities

We welcome applications from people with the following essential skills, attributes and experience:

- Previous Legal Secretarial/PA background in Residential Property
- Case Management experience
- Digital dictation experience
- Ability to convey information accurately and articulately, both verbally and in writing
- Minimum GCSE level qualification
- Excellent organisational skills
- Ability to communicate effectively at all levels
- Ability to adapt and respond to changes
- Ability to self-motivate
- Shows initiative
- Attention to detail, required to be methodical, systematic and organised
- Returns client calls and maintains client contact appropriately

Salary and Benefits

Salary is negotiable dependent on your experience.