

Legal Secretary
Full-time
Luton, 9.00 am – 5:15pm
Ref: Sec/Lut/161

We are looking to recruit a Legal Secretary with strong Residential Conveyancing experience.

Applicants must be confident audio typists, and have the ability to deal with a heavy workload, prioritise and meet deadlines as you will be working in an extremely busy department. There will also be a fair amount of client liaison required by telephone.

The role requires excellent word processing/IT skills and someone reliable, with a positive attitude towards work.

Does this sound like you?

If you are interested in this position, please apply in writing with a covering letter and full CV, quoting the relevant reference, to:-

Leona Gerald, HR Assistant
Taylor Walton
28-44 Alma Street, Luton
Bedfordshire, LU1 2PL

Please note, if you haven't had a response within 6 weeks of making your application please assume that you have been unsuccessful.

Taylor Walton does not discriminate on grounds of age, race, religion, religious belief, ethnic origin, sex, sexual orientation or disability in relation to recruitment and employment of personnel.