

Apprentice – Residential Property, Farms & Estates Job Description & Person Specification

Job description

Job summary

To provide administrative support within the Resi Prop team, to ensure the department functions effectively & to enable the department to achieve the objectives set out in the department business plan. To ensure that work done by the department complies with internal quality standards and external requirements.

You will be required to complete a Level 3 apprenticeship in Legal Administration within 18 months of commencing your employment. This role is offered as an 18-month apprenticeship contract.

Key responsibilities

Personalised Client Service

- Undertake administrative duties for the department including, but not limited to;
 - Scanning
 - Data entry
 - Filing
 - Lodging Land Registry Applications
 - Obtaining title documents from the Land Registry
 - Obtaining planning permission and planning documents from the Local Authority
 - Emailing and receiving emails from clients and connected third parties and property professionals
 - Audio typing
 - File opening
 - Electronic filing
 - Processing invoices
 - Archiving
- Answer telephone calls from clients & 3rd parties, take messages and pass messages to relevant individuals within the team

Business Development

- Support the team with the arrangement of business development and marketing activities where required.

Dynamic Culture

- Work closely with other members of the team to ensure work is completed effectively and efficiently
- Liaise with member of the wider Family team and other teams across the business

Financial and Operational Excellence

- Ensure that all working processes and practices comply with relevant quality and service standards
- Complete any work as required by your Assessor and Department Head in order to successfully complete your apprenticeship qualification.

- Any other reasonable duties as requested by Head of Department or Fee Earners

Personal Specification	
Knowledge	
GCSEs or equivalent graded A – C including Maths & English	Essential
A Level Law	Desirable
IT systems including Microsoft Word and Excel	Essential
Skills	
Excellent attention to detail – checks work and asks for feedback	Essential
Ability to effectively organise your time and meet deadlines	Essential
Ability to take instruction, ask questions and proactively learn	Essential
Behaviours	
Positive Attitude to Work- Approaches work with positivity and energy and thrives in a busy environment.	Essential
Effective Communicator- Clearly conveys information and ideas through the relevant media. Speaks in Plain English.	Essential
Self Aware- Recognises personal strengths and weaknesses and uses that knowledge to interact positively with others. Maintains a professional impression.	Essential
Team Player- Actively participates as a member of a team. Develops and maintains relationships with others.	Essential
Resilient- Functions effectively under pressure and handles difficult circumstances in a manner that is acceptable to others and Withy King.	Essential
Open to Change- Receptive to new ways of working with the ability to be flexible in approaching tasks and problems.	Essential