Conveyancing Legal Secretary required for a very busy firm of Solicitors in Cardiff Bay.

Must have conveyancing experience.

Salary is £20,000 per annum and the hours are 9-5 Monday to Thursday and 9-4.30 on Friday.

20 days holiday (pro-rata).

Job includes typing, filing, making and receiving telephone calls. We use digital dictation and candidate must have at least 60wpm typing skill.

Job Types:

Full-time, Permanent

Salary:

£20,000.00 per year

Schedule:

Monday to Friday

Experience:

Conveyancing: 1 year (Required)

**CV required.**