

# Neale Turk LLP

## Solicitors

We are looking to recruit a full-time legal secretary/administration assistant to work in our busy residential conveyancing department in Fleet.

An experienced legal secretary with knowledge of all aspects of a conveyancing transaction (from initial opening of a file to registration). Knowledge of a case management system and digital dictation also preferable but not essential. Knowledge of Microsoft Office necessary.

Please forward your CV to [khenderson-parish@nealeturk.co.uk](mailto:khenderson-parish@nealeturk.co.uk)

No agencies please.