

RESIDENTIAL PROPERTY DEPARTMENT ASSISTANT

(Worthing office)

We are looking to recruit an Assistant for our Residential Property Department, providing support to the Team, including assisting with all stages of residential sale, purchase and re-mortgage transactions, from preparing Contract Packs for registered and unregistered freehold and leasehold properties, ordering Searches, preparing SDLT Forms, dealing with the exchange, completion and registration formalities, in addition to typing dictated correspondence.

The successful candidate will be able to use a high degree of self-management and initiative, demonstrate strong team skills, be accurate at typing and figure work and possess good telephone and communication skills.

Please send your CV to Linda Robinson

lr@bennett-griffin.co.uk