



bowcock cuerden LLP
Commercial Lawyers



Property Legal Secretary

Full-time Legal Secretary with experience in Commercial and Residential Property required for busy Nantwich law firm.

Start date – June 2026. Will consider part-time/job share.

Please visit our website www.bowcockcuerden.co.uk for full details about the firm.

Duties will include audio typing using digital dictation, use of Smokeball Case Management Software, filing, scanning, photocopying. Liaison with clients, Land Registries, Estate Agents, and Solicitors. Full secretarial support for the Fee Earners within the Property Department.

The ideal candidate will have excellent interpersonal and communication skills, and must have a good working knowledge of Microsoft Office packages. RSA/Pitman typewriting skills are essential. The ability to multi-task and prioritise are vital skills required for this position.

Full-time hours are 9.00 am – 5.15 pm with lunch between 1.00 pm and 2.00 pm.

Salary - negotiable depending on experience; reviewable annually.

Our Privacy Policy is available at: www.bowcockcuerden.co.uk/policies/privacy-policy

Please send CV and covering letter to Mrs Julia Pritchard, Office Manager
jpritchard@bowcockcuerden.co.uk

No agencies please.