



Job Title: Filing Clerk

Location: Office based role - Swansea, SA1

Term: Permanent

Salary: £22,308 per annum

A bit about us:

Dezrezlegal are an award winning independent legal firm who help people buy, sell and re-mortgage homes across England and Wales. We market both directly to members of the public and via referral relationships with industry professionals to generate growth. We're looking for the right person to join our close-knit team, representing our business and providing excellent support to our industry partners, customers, and teams.

Main Purpose of the Role:

The Filing Clerk will be responsible for:

1. Managing incoming and outgoing post
2. Scanning documents to our case management system
3. Filing documentation to the correct physical file
4. Maintaining our physical filing system
5. Assisting colleagues locating documents
6. Assisting remote working colleagues with print and post requirements
6. Archiving files
7. Administering our archiving system alongside our Post Completion team

Full training will be provided and no previous experience is required. The role is dependent on the ability to establish relationships quickly, manage expectations, and contribute positively to our team. Our Service Support Executives must be focussed on meeting the needs of our customers and have a drive to deliver the highest level of customer service.

What you need to be successful:

- Excellent organisational skills
- An approachable personality
- The ability to work collaboratively as part of a team
- The ability to work independently
- Excellent communication skills
- Problem solver
- Basic maths and English skills