



## **Job description**

### **Residential Property – Onboarding Assistant**

#### **The role**

The team has a fantastic opportunity for an Onboarding Assistant within the [Residential Property](#) team.

The successful candidates will ideally have significant customer service and/or compliance experience and be confident in assistant fee earners.

#### **The team**

Our team is recognised throughout the Chilterns, Home Counties and Thames Valley as a leading provider of high quality legal services. We work with a broad range of clients for first-time buyers through to high net worth portfolio clients.

Our team is located across 3 of our offices - Amersham, High Wycombe and Marlow.

#### **Key experience**

You should have excellent IT (including data inputting) and organisational skills to have the ability to assist a fee earner or multiple fee earners. You should have experience in amending and collating letters, excellent customer service communicating with clients, third parties and colleagues by email, in person and on the telephone. Knowledge of anti-money laundering and client due diligence procedures is preferable, along with being numerically confident.

### **Further Details – Experience & Skills**

- Onboarding clients for a busy Residential Property team
- Rigorous onboarding checks.
- Experience of using a case management system
- Supporting the team on a day-to-day basis including client calls, emails and in person meetings
- Compiling your own written communications
- Drafting documentation as required
- Excellent attention to detail

**Salary dependant on experience to be discussed at interview.**

**NB:** This job description is not to be regarded as exhaustive. There may be other duties and requirements associated with the position and in addition, as a term of employment, staff may be required to undertake other duties as may reasonably be required of them. They may also, from time to time, be required to use their cars on firm's business.

## **About us – Blaser Mills Law**

We have grown substantially over the last five years, now employing over 140 staff, with a turnover of circa 12 million. We are a full service firm, with half of the turnover coming from the commercial side of our business.

We have created a modern, forward thinking, and responsible business, based on our Core Values. For more information, please see: [Our Core Values - Blaser Mills Law](#)

With an excellent remuneration package, benefits, holiday entitlement and working environment, this is an excellent opportunity not to be missed. It is possible that the role can be carried out flexibly, and we are very open to discussion.

## **Diversity, Inclusion, Social Mobility and Well-Being**

It is part of our DNA to attract the best people and create an outstanding working environment that people want to be a part of, and remain with, throughout their careers.

We are proud of the diversity within Blaser Mills Law, which has allowed us to create a firm full of brilliant, unique minds. Further information can be found at [Inclusion - Blaser Mills Law](#)

We are pleased to be a Disability Confident Committed employer (Level 1).

As a supportive and inclusive workplace, we encourage applications from all candidates with the right experience and qualifications. We are, of course, happy to discuss any reasonable adjustments that may be required. Please email [HR@blasermills.co.uk](mailto:HR@blasermills.co.uk) or inform the partner when shortlisted for interview.

## **How to apply**

If Blaser Mills Law sounds like the right fit for you, then please send your CV and a short cover letter to [HR@blasermills.co.uk](mailto:HR@blasermills.co.uk) or for a confidential conversation, please call [0203 814 2020](tel:02038142020), asking for Clare O'Connor Ashworth.

Data will be kept in line with our data protection and [privacy notice](#).