



Client Services Manager

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I am the manager of the client services team. I work with the whole real estate division to ensure a seamless service is delivered to all clients.

With over 15 years' experience I am responsible for the smooth running of the client management team. I work closely with the divisional manager to support with key messaging and implementation of new processes and strategy.

Along with the divisional manager and associated team members I look at new IT systems and processes and improving efficiency in legal work.

I also deal with onboarding new clients, providing support on administrative services directly to them.

Part of my remit is to work with finance teams across the firm to ensure a smooth relationship to better financial discipline across all clients.

Areas of expertise:

- Client deeds (management, storage, large client scanning projects)
- Undertakings
- Deeds scheduling
- Client reporting

If I'm unavailable, please contact:

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