

## JOB DESCRIPTION

<b>Job Title:</b> Conveyancer	
<b>Department:</b> Sale and Purchase Team	<b>Reports to:</b> Sale and Purchase Team Manager

### Purpose of the Role/The person

Undertake fee earning work in the residential sale and purchase department and to administer all aspects of conveyancing work on behalf of the client and the firm.

We are seeking a qualified and experienced Solicitor/Legal Executive/Licensed Conveyancer with at least 2-3 years PQE. You should be capable of working unsupervised and confident in the work you are undertaking.

You should have experience of managing your own caseload within high volume conveyancing.

### Key Accountabilities

- You will be able to undertake all aspects of residential conveyancing and property work.
- You must have excellent IT skills and be able to prioritise your workload in order to meet tight deadlines.
- You will have excellent communication and client care skills.
- You should be able to work well as part of a team.
- You must have strong attention to detail.
- You should have a positive and friendly manner.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties.

### Working relationships

- **Manager** – The manager works as a Conveyancer within the team. You will be required to attend a one of one monthly meeting with your Manager, this will give you and your Manager the opportunity to talk over any matters or developments which may affect you.
- **Customers and clients** – You will have daily contact with clients and third parties. You will also have contact with clients with whom we have working relationships, you will be expected to act in a way which upholds these relationships and which conforms to any service level agreement we may have with a particular client.

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Solicitor</li> <li>• Legal Executive</li> <li>• Licenced Conveyancer</li> </ul>	2 years PQE preferred however someone with good experience will be considered
<b>Knowledge</b>	All aspects of residential conveyancing	
<b>Skills/abilities/competencies</b>	<ul style="list-style-type: none"> <li>• Able to prioritise work in order to manage your caseload efficiently</li> <li>• IT literate</li> <li>• Client focussed</li> <li>• Experience of all aspects of residential conveyancing</li> </ul>	Experience of case management systems, in particular Visualfiles, training will be provided.
<b>Experience</b>	Experience of managing a high volume caseload of varied residential property transactions without supervision	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Able to work as part of a team</li> <li>• Friendly and proactive</li> <li>• Postive, hard working attitude</li> <li>• Willing to contribute towards the future development of the team and company</li> </ul>	