



## Job Description – Senior Residential Conveyancer

### Overview of the Position

**An excellent opportunity for a confident and astute Senior Conveyancer to join the firm's busy residential property department. They will be responsible for their own varied caseload of conveyancing matters to include, Sales, Purchases, Freehold, Leasehold, New- Build, Unregistered, Shared Ownership, Right to Buy and Help to Buy, in relation to residential property matters in England and Wales**

**The successful candidate will play an important role within the business, with Partnership potential and a view to heading up the business in a few years.**

**They will manage their own caseload up to 70 files.**

### Qualifications and Experience

- Experienced Residential Solicitor or Licensed Conveyancer with a minimum of 5 years' post qualification experience.
- Excellent technical knowledge
- Conversant with the full conveyancing process
- Results driven
- Ability to lead a small team
- Ability to work to challenging timescales and to plan and organise effectively
- Excellent interpersonal and communication skills

### Department Specific Requirements

- To assist the Partners with the development of the business to continue to achieve profitable growth
- Familiar with all areas of the conveyancing process and have a methodical approach to working

- Provide a high standard of legal advice to clients, maintaining awareness of current legal matters

#### Job Specific Duties

- Able to manage a substantial caseload (of up to 70 files) independently, without supervision
- Possess detailed and sound conveyancing knowledge and be confident when dealing with a mixed caseload of residential properties
- Target driven
- Strong communication skills with an ability to work within the team and an ability to nurture less experienced staff
- Deal with correspondence and paperwork as appropriate in a timely manner and to respond to all communications within 48 hours, without exception
- To deal effectively with clients and both over the telephone and in written correspondence to provide advice and assistance to them
- To provide regular updates to clients and third parties
- To always provide the highest level of customer service
- To always comply with all policies and procedures
- Verify client identification in accordance with the AML policy and procedure
- Plus, any other duties as reasonably requested by the Partners.

#### Job Specific Skills and Competencies/Personal Qualities

- Passion for Property
- Professional
- Honest
- Conscientious
- Personable
- Ambitious
- Team player

Job Types: Full-time, Permanent, office based

12/2024