

<https://giaconsultancy.co.uk/job/conveyancing-executive/>

Conveyancing Executive

Description

An opportunity has arisen for an experienced Residential Conveyancer to join a multi-service law firm based in Manchester.

Responsibilities

Job Description:

In this role, you will be managing a busy caseload of sales and purchases both pre and post-completion. You will be updating customers throughout the process and managing the conveyancing process ensuring a smooth-running process and swift exchange and completion.

Duties will include:

The successful candidate will already be an experienced Residential Property Executive, dealing with all aspects of Residential Conveyancing transactions including, but not limited to:

- Investigation of Title and other Legal Issues
- Preparation of Transfers
- Preparation of Stamp Duty Land Transaction Returns
- Preparation of Registration
- Preparation of Contracts
- Corresponding with Clients, other Solicitors, and Estate Agents
- Drafting non-standard correspondence competently
- Utilising digital case management system

Qualifications

Skills & Experience:

- Thorough working knowledge and experience in Residential Conveyancing matters, to be able to build relationships and act confidently for a range of clients and stakeholders
- Good interpersonal and organisational skills
- Self-motivated with a positive 'can do' attitude
- Good risk management skills, complying with regulatory requirements, such as money laundering and data protection
- Good file management procedures
- Remain up to date with changes in the law and conveyancing procedures
- Experience in working with Case Management systems
- Assist the team to ensure company targets are met
- Passion for providing high-quality service, client focus

Job Benefits

This full time, permanent role is rewarded with a competitive basic salary, hybrid working and a range of benefits including flexible working, birthday off, company events.

Hiring organization

Gia Consultancy

Employment Type

Full-time, Permanent

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

Legal

Job Location

Manchester

Working Hours

Full time – flexible hours

Base Salary

£ 28000 - £ 32000

Date posted

July 28, 2021

Valid through

31.08.2021

Contacts

If you feel undervalued in your current conveyancing role and would like to have a confidential conversation about this opportunity then please apply today.

Joanne Watkinson, Director

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