

<https://giaconsultancy.co.uk/job/residential-conveyancer-4/>

Residential Conveyancer

Description

My client is a modern and progressive property law practice committed to delivering the best experience for their clients.

As they continue to grow and obtain more repeat business from their network of referrers they are looking to appoint an experienced Residential Conveyancer.

Responsibilities

As you would expect, the role involves all of the following:

- To take responsibility for a varied caseload of residential conveyancing matters including sales, purchases, re-mortgages, shared ownership, transfers of equity, new build purchases, apartment purchases and limited company purchases which may include freehold, leasehold, registered or unregistered land
- To proactively and efficiently manage conveyancing tasks throughout the whole transaction, whilst managing client expectations
- To maintain regular contact with clients and intermediaries ensuring regular updates are provided
- To deal with clients, lawyers, mortgage lenders, mortgage brokers, surveyors, estate agents and other contacts in an efficient and professional manner
- To act in accordance with our regulatory requirements including AML processes
- To contribute to a culture of teamwork and high performance, with a strong focus on customer care
- To assist with the training of junior conveyancers

Qualifications

The ideal candidate will:

Skills Required:

- Proven experience of working within the property market and handling a range of residential property matters
- The ability to progress transactions and manage a caseload without supervision from beginning to end including post completion
- Have a good understanding of the CLC Code of Conduct and other regulatory requirements
- Have the ability to work efficiently and maintain high levels of accuracy
- Have excellent communication and organisational skills
- To demonstrate excellent client care skills
- Have the ability to prioritise, work under pressure and adapt to meet client and business needs
- A positive, can-do attitude to work in an environment that can be pressurised at times

Experience:

Hiring organization

Gia Consultancy

Employment Type

Full-time, Permanent

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

Legal

Job Location

Bolton

Working Hours

9am – 5pm Monday to Friday

Base Salary

£ 25000 - £ 45000

Date posted

April 27, 2022

Valid through

31.05.2022

- Preferably a Licensed Conveyancer, Legal Executive or Solicitor with a minimum of 5 years' PQE who has managed a caseload of residential files from initial instruction to conclusion without supervision
- have a good working knowledge and exposure to all types of Residential Property transactions including New Build

Job Benefits

In return, you can expect a competitive basic salary and benefits package in addition to having the opportunity to work either wholly in the office or on a hybrid home and office split role.

More importantly, this is a firm with extensive investment in new technology and they have a commitment to maintaining their family feel culture whilst at the same time providing all the necessary tools to their team so that the client will ultimately have the best experience.

Contacts

Applications are being considered now so apply today!