

<https://giaconsultancy.co.uk/job/residential-conveyancer-5/>

Residential Conveyancer

Description

My client, a boutique law firm based on the outskirts of Bury has an exciting opportunity for an experienced Residential Conveyancing Solicitor / Legal Executive to join their close knit team.

Responsibilities

Working as part of a small Residential Conveyancing team, the role involves:

- Managing a caseload of sales, purchase and a small amount of remortgage work from instruction to completion and beyond.
- With some support provided by a Legal Assistant, the caseload size varies but it will be in the region of 50-60 matters
- By far not a volume caseload, the key performance indicator is client service and ensuring that matters are dealt with in a timely, efficient and professional manner.
- Managing the file through Proclaim case management system.

Qualifications

The successful candidate is likely to be qualified to Solicitor / Legal Executive level or equivalent and have a proven track record in managing conveyancing transactions from start to finish.

The ability to work with minimal supervision is essential, as is the ability deal professionally with clients at all times.

Job Benefits

In return, you can expect a competitive salary (dependant on skills and experience), 25 days holiday plus bank holidays, and following initial induction the opportunity for hybrid working is available.

Contacts

Applications are being considered now so don't delay, apply today.

Hiring organization

Gia Consultancy

Employment Type

Full-time, Permanent

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

Legal

Job Location

Bury

Working Hours

9am – 5pm Monday to Friday

Base Salary

£ 25000 - £ 35000

Date posted

July 19, 2022

Valid through

11.08.2022