https://giaconsultancy.co.uk/job/residential-conveyancer-home-based/

Residential Conveyancer – Home Based

Hiring organization
Gia Consultancy

Employment Type
Full-time, Part-time, Permanent

Beginning of employment
ASAP

Duration of employment
Permanent

Industry
Legal

Job Location
Various – UK
Remote work from: United Kingdom

Working Hours
Full or Part Time

Base Salary
£ 25000 - £ 35000

Date posted
April 7, 2021

Valid through
30.06.2021

Description

My client is a well known and highly reputable conveyancing firm with a national network of offices. Due to their position as one of the UKs leading conveyancing firms they are now able to offer the opportunity for experienced Residential Conveyancers to work from home – even once the lockdown restrictions are fully lifted.

Responsibilities

Working in a pro-active manner on a high-volume residential conveyancing caseload, duties include:

- Managing own priorities and deadlines
- Managing a caseload of freehold and leasehold transactions including new-build, unregistered and shared ownership properties.
- Processing and dealing with post in a timely manner.
- Dealing with and resolving complex queries which may be raised by colleagues.
- Producing and understanding accurate financial statements
- Dealing with exchange of contracts and completions of transactions
- Tasks relating to conflicts of interest letters, client care calls, contract checks, mortgage reports and search results, responding to freehold and leasehold enquiries
- Working to and achieving monthly targets and using various management information reports
- Good housekeeping of files and working to service level agreements

Qualifications

The successful candidate will be an experienced Residential Conveyancer with a proven ability to handle both sale and purchase matters from instruction to post completion. CLC membership is desired but not essential.

On a personal note, the individual will be highly motivated, able to work with minimal supervision, be open to undertaking ongoing personal development and able to support colleagues where required.

Job Benefits

This is a home based role and offers a competitive basic salary, annual bonus, ongoing development, a range of benefits and 25 days holiday plus bank holidays. Flexible working is available.

Contacts

Apply today for immediate consideration!

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