

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

## Residential Conveyancer

### Description

My client, a regional law firm with offices in Preston, is looking to appoint an additional Residential Conveyancer to join their established team.

### Responsibilities

Managing your own case load of sales and purchase transactions from instruction to post completion. Specific duties include:

- To take responsibility for a varied caseload of residential conveyancing matters including sale and purchase transactions of freehold, leasehold, registered, unregistered, shared ownership newbuild properties and Limited Company transactions
- To proactively and efficiently manage Client related conveyancing tasks throughout the whole transaction, whilst managing Client expectations
- To maintain regular contact with clients and ensuring regular updates are provided within agreed internal and external SLAs and within company procedures.
- To act in accordance with our regulatory requirements
- To deal with the other side solicitors, mortgage lenders, brokers, clients, and local authorities in an efficient and professional manner
- Ensure that client and office ledgers balance at the end of transactions and verify all monies and billing is correctly accounted for.
- Contribute to a culture of teamwork and high performance, with a strong focus on customer care.

### Qualifications

A qualified Solicitor or Licenced Conveyancer, the role requires someone with previous experience of handling a full caseload of sale, purchase and re-mortgage matters from start to finish.

### Job Benefits

My client prides itself on offering competitive salaries depending on skills and experience.

### Contacts

Joanne Watkinson, Director

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### Hiring organization

Gia Consultancy

### Employment Type

Full-time, Permanent

### Beginning of employment

ASAP

### Duration of employment

Permanent

### Industry

Legal

### Job Location

Preston

### Working Hours

Full Time

### Base Salary

£ 25000 - £ 50000

### Date posted

March 22, 2021

### Valid through

30.04.2021