



Job title	Residential Property Conveyancer
Department	Conveyancing

Job Purpose and Overview

The main purpose of this role is to take responsibility for a caseload of files, whilst providing excellent client service and the management of completion targets.

Key tasks and Accountabilities

- Managing a full caseload of residential property transactions including Freehold and Leasehold sales and purchases
- Checking title, raising and checking enquiries, searches and mortgage offers and reporting to clients
- Providing clients with an outstanding experience ensuring they feel supported, informed and reassured throughout the process
- Communicating clearly and sensitively, especially when guiding clients through legal issues, unexpected hurdles and exchange deadlines
- Maintaining regular contact with clients, mortgage lenders, broker, agents and Solicitors, keeping them updated with clarity and transparency with the support of an Executive
- Experienced in dealing with innovative Case Management systems ensuring best practice and enhanced client experience
- Staying ahead of legislation and sharing knowledge with the team

Experience

- 2-3 years' experience in conveyancing field
- Strong working knowledge of the conveyancing process
- Experience liaising with clients and third parties in a professional and timely manner
- Proven ability to manage matters independently with minimal supervision whilst maintaining accuracy and attention to detail
- A strong focus on customer service, with a natural ability to build rapport and provide empathy, respect and a responsive experience for clients.
- Comfortable working under pressure, managing deadlines, and prioritising workloads
- Understanding of relevant compliance and regulatory requirements, including AML procedures
- Proficient in legal case management systems and Microsoft Office



Skills & Attributes

- Self-motivated with the ability to motivate others
- Strong problem-solving skills
- Excellent communication and interpersonal abilities
- Ability to work collaboratively within a team environment
- High attention to detail and commitment to quality
- Positive, approachable, and supportive
- Resilient under pressure with a can-do attitude and a focus on solutions
- Passionate about delivering great client service
- Able to work independently and collaboratively within a team
- Show commitment to our core values and work with these on a daily basis, both demonstrating them in the way you approach the role but also promoting them to colleagues
- Confident advising clients on risks relevant to their transaction