

JOB DESCRIPTION

JOB TITLE:	Conveyancing Assistant		
REPORTS TO:	Conveyancer/Team Manager		
DEPARTMENT:	Residential Conveyancing	LOCATION:	Leeds

PURPOSE

To assist with a caseload of Residential Conveyancing Sale & Purchase Transactions

KEY RESPONSIBILITIES;

This does not set out every responsibility but provides an overview of the main areas of responsibility.

- Providing excellent customer service to both our customers and referring corporate clients
- Supporting a conveyancer to achieve conversion and customer service targets.
- Administrative duties including both electronic and paper file management.
- Chasing customers, solicitors, estate agents, mortgage lenders and other third parties for information and documentation.
- Chase monies from lenders, customers and other solicitors
- Dealing with completions exchanges/completions
- Inputting and interpreting data such as redemption figures.
- Preparing, sending and checking legal documents.
- Interpreting and inputting mortgage offers on purchase transactions.
- Dealing with enquiries on sale transactions

Personal Qualities

- Excellent communication and customer service skills.
- 12 months experience within Residential Conveyancing is essential
- Ability to meet tight deadlines and targets & work under pressure.
- Good data input skills.
- Good team player, but, also ability to work on own initiative.
- Good attention to detail.
- Good organisational skills.
- Previous administrative/customer service/conveyancing experience.
- Experience of working in a high volume environment.

Employee Signature

Date

Employee Name