

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Conveyancer		
<b>REPORTS TO:</b>	Team Manager		
<b>DEPARTMENT:</b>	Residential Conveyancing	<b>LOCATION:</b>	Leeds

### PURPOSE

To manage a caseload of Sale & Purchase transactions.

### KEY RESPONSIBILITIES;

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

- Manage a caseload of predominantly freehold sale and purchase transactions
- Freehold title checking and dealing with enquiries/property reports on a purchase
- Dealing with enquiries on a sale
- Liaising with clients to agree exchange and completion dates
- Carry out AML & SOF checks

#### Personal Qualities

- Previous Residential Conveyancing experience essential (minimum of 12 months running a freehold sale and purchase caseload)
- Experience of dealing with leasehold preferable but not essential
- Excellent communication and customer service skills
- Ability to meet tight deadlines and targets & work under pressure
- Good data input skills
- Good team player, but also have the ability to work on your own initiative
- Excellent attention to detail
- Excellent organisational skills
- Experience of working in a high volume environment
- Work effectively and efficiently with internal and external stakeholders
- Good grasp of working within a regulatory environment

Employee Signature ..... Date .....

Employee Name .....