

JOB DESCRIPTION

JOB TITLE:	Conveyancer		
REPORTS TO:	Team Manager		
DEPARTMENT:	Residential Conveyancing	LOCATION:	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 sale and purchase transactions
- 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 sale & 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 ability to work on own initiative.
- Good attention to detail.
- Good 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