

JOB DESCRIPTION

JOB TITLE:	Senior Associate Conveyancer		
REPORTS TO:	Operations Manager		
DEPARTMENT:	Residential Conveyancing	LOCATION:	Leeds

PURPOSE

To manage a complex caseload of freehold, leasehold and new build transactions.

KEY RESPONSIBILITIES;

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

- Manage a complex caseload consisting of freehold, leasehold and new build
- Title checking and dealing with enquiries/property reports on a purchase
- Dealing with enquiries on a sale
- Taking ownership of more complex matters such as new build transactions, shared ownership and deeds of variation
- Mentoring/supporting of more junior members of the team where required
- Work with the senior management team, as the voice of the conveyancing team, to influence the direction of the department
- Liaising with clients to agree exchange and completion dates
- Carry out AML & SOF checks

Personal Qualities

- Previous Residential Conveyancing experience essential (minimum of 5 years running a sale and purchase caseload)
- Experience of dealing with leasehold essential
- Experience of dealing with newbuild and complex transactions essential
- Takes pride in having personal accountability for your caseload
- Use initiative and your wealth of experience to make decisions and to make things happen
- 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