



JOB DESCRIPTION RESIDENTIAL CONVEYANCER (NEW BUILD)

Department: New Build
Responsible to: Head of Department
Location: Bromley

Role

To be responsible for managing a high caseload of New Build cases to a high standard. To manage the transactions pro-actively through to exchange and completion while ensuring exceptional levels of client care. To develop existing relationships with clients and external sources such as developers whilst contributing towards to the successful development of the department in line with the business plan.

Responsibilities

- Process instructions in accordance with established procedures of both good practice and the firm's case management system
- Deliver strong client service through effective communication with clients and pro-active management of cases
- Assist in marketing activities and maintain appropriate professional relationships with referrers, etc
- Effect financial controls with particular regard to accurate preparation of completion statements and bills and the effective collection of monies on account
- Ensure confidentiality and security of all firm and client documentation and information
- Adhere to firm and SRA risk and compliance practices
- Supervise the work of any secretary reporting to him/her
- Promote and support the firm's core values and branding
- Assist in the development and marketing of the firm in line with the contents of the business and departmental plans
- To provide a profitable contribution to the work of the department, meeting and exceeding billing targets
- Promote and support the firm's core values and branding



Required qualifications, skills, knowledge and experience

- Qualified solicitor, Licensed Conveyancer or Legal Executive with up to 3 year's PQE or equivalent with proven experience in New Build
- Excellent interpersonal and communication skills
- Previous experience in client handling (including developers) with problem solving ability
- Excellent organisational skills
- Numerate, articulate and computer literate; familiar with MS Office suite
- Resilient, confident and approachable manner
- Flexible and able to work with minimum supervision
- Team player

Core Competencies

The firm has a comprehensive set of core competencies that represent the behaviours we require from all staff within the firm. Incorporated within this framework are our core values of;

- Honesty and integrity
- Open to change
- Pursuit of excellence
- Support of others

The core values are central to the ethics of our firm and must be displayed to the highest level at all times. The individual core competencies aligned to this role are those are;

- Fostering Teamwork
- Motivational Support
- File Management
- Building Rapport
- Professional Development
- Business Perspective
- Expanding the Business
- Organising and Prioritising

The successful candidate will be expected to evidence that they meet these core competencies during the interview process.