

Position: Conveyancer
Department: Residential Property
Location: Ware, Herts

Education & Professional Qualifications required:

Qualified Solicitor / FILEX / CLC

Professional Experience required:

- Minimum 3 - 5 years practical FE experience
- Experience of running own caseload (10-15 completions per month)
- Experience in leasehold property sales and purchases / transfers of legal title / remortgages

Personal Skills:

- Computer literate
- Client care focused
- Attention to detail
- Business Development skills

Personal Qualities of Special Importance:

- Professional
- Good time management
- Good communication skills
- Approachable

Personal Circumstances, Client Following, Car owner etc:

- Car owner
- Maximum 1 hour commute
- Full time role

Outline of role and responsibilities:

- To join an existing successful client care focused conveyancing department in Ware
 - To build and develop an existing caseload
 - Experience in dealing with a mixed busy conveyancing caseload to a high standard
 - Experience in private client freehold and leasehold sales purchases and remortgage.
 - Additional experience in shared ownership is an advantage,
 - Solid experience of dealing with own caseload at all stages of the transaction from start to finish.
 - Support is available for file opening, however substantially self-typing role
 - Strong knowledge of property law, with a strong focus on leasehold properties
 - Strong focus on client care and Business Development
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To apply for the above vacancy, please email your CV with covering letter detailing salary expectations to: catherine.dean@attwaters.co.uk