

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

---

**Education & Professional Qualifications required:**

Qualified Solicitor / FILEX / CLC

**Professional Experience required:**

- Minimum 3 - 6 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
- 

To apply for the above vacancy, please email your CV with covering letter detailing salary expectations to: [catherine.dean@attwaters.co.uk](mailto:catherine.dean@attwaters.co.uk)