



**Chattertons, Role Profile and Person Specification.**

**Role Profile:**

<b>Job Title:</b> Conveyancer/ Conveyancing Paralegal	<b>Hours of Work:</b> Full time.
<b>Salary :</b> Competitive	<b>Location:</b> Newark

**Summary:**

We have a vacancy for an experienced Conveyancer / Conveyancing Paralegal to join our busy Specialist New Build Estates Department. The vacancy is at our Newark office. A good understanding of the conveyancing process is essential but training in Plot Sales will be provided.

You will be a confident, proactive and structured individual with experience in a broad range of matters including:-

- Producing standard contract documentation.
- Dealing with enquiries.
- Exchange, completion and post-completion work (including Stamp Duty Land Tax, Companies House and Land Registry registrations).

**Key Duties and Responsibilities:**

- Providing outstanding levels of service to developer clients.
- Liaising with and supporting other members of the team.
- Meeting financial targets and agreed objectives.
- Working accurately, reliably and in accordance with quality and risk management procedures.
- Communicating with clients at all levels from the Group Sales Director to site sales staff.
- Maintaining and enhancing relationships with existing developer clients.
- Promoting the firm and developing new business.
- Adept at being able to work under pressure.

**Person Specification:**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Good academic background.	Legal qualification. .
<b>Knowledge</b>	Good understanding of the conveyancing process.	

	<p>Previous experience in a legal environment.</p> <p>Good computer literacy, including knowledge of case management systems.</p>	
<b>Skills</b>	<p>Ability to work with confidence, managing own caseload.</p> <p>Strong planning and organisational skills.</p> <p>Clear understanding of Money Laundering Regulations and Solicitors Account Rules.</p> <p>IT literate.</p> <p>Excellent communication skills.</p> <p>Essential to be able to work as part of a team</p>	
<b>Competencies</b>	<p>Desire to provide a high quality service.</p> <p>Ability to prioritise workloads and meet deadlines.</p> <p>Excellent written and numeracy skills.</p> <p>Able to work under pressure to tight deadlines.</p>	
<b>Attributes</b>	<p>Proactive and positive attitude.</p> <p>Reacts well under pressure and able to work to deadlines.</p> <p>High level of integrity and empathy.</p> <p>Hardworking, proactive and positive attitude.</p> <p>Professional.</p> <p>Team player</p>	