



Chattertons, Role Profile and Person Specification.

Role Profile:

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

	Essential	Desirable
Qualifications	Good academic background.	Legal qualification. .
Knowledge	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>	
Skills	<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>	
Competencies	<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>	
Attributes	<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>	