

Chattertons, Role Profile and Person Specification.

Role Profile:	
Job Title: Commercial Property Executive	Hours of Work: 09.00 – 17.15 hrs – Monday to Friday (36.25 hours per week).
Salary: Competitive depending on experience.	Location: Stamford

Summary:

We are delighted to announce, that we are looking to recruit a confident, proactive and ambitious Commercial Property Executive to join our team at our Stamford Office. This is an exciting opportunity and there are genuine opportunities to grow with Chattertons for the right candidate.

The role will involve undertaking routine commercial and agricultural transactions with some domestic and other conveyancing work. The successful candidate should have experience of handling a full caseload of conveyancing matters, have the ability to handle pressure and work to tight deadlines. They will be committed to providing excellent client care and satisfaction.

The ideal candidate will be a highly structured individual who has a clear understanding of the Residential Conveyancing process and a willingness to become involved with and learn the Commercial and Agricultural side of the role.

Training and support will be given and it is our expectation that they will be a Law graduate or have equivalent professional work experience. They must have a real passion for commercial property work.

You will be involved in a broad range of matters to include, but not limited to, the following:-

- Client liaison and assisting with enquires;
- Picking up and developing an existing case load of mixed residential, agricultural and commercial work.
- Leasehold and freehold acquisitions and disposals;
- Drafting and approving leases;
- Due diligence (enquiries and title investigation);
- Undertaking necessary searches;
- Agent liaison;
- Utility company easements and transfers;
- Auction packs;
- Exchange, completion and post completion related correspondence and formalities. (to include Stamp Duty Land Tax, Companies House and Land Registry Registrations);
- Ensuring that balances are clear and files are closed at the end of the matter.

In addition, you will work with the Department's Marketing Policy to promote and enhance the good reputation and business of the company.

Key Duties and Responsibilities:

- To provide an ongoing service to existing clients;
- To work with Partners and other Fee Earners to develop new business;
- Develop and enhance the Commercial Property Department, maximising cross referrals across all offices and areas of the business;
- To produce fee income in line with targets and agreed objectives;
- To keep informed of all changes in the Law and Practice in own area of work
- Maintain and enhance up to date legal skills.
- Financial control with particular regard to cash flow control through collection of monies on account and billing procedures.
- Maintaining accurate daily records of time spent on client and internal work.
- Perform fee earning work accurately, reliably and in accordance with the company's quality and risk procedures.

	Essential	Desirable
Qualifications	Good understanding of the Residential Conveyancing process.	Experience with Commercial Property.
Knowledge	<p>Knowledge of Microsoft Office including Word and Excel and high levels of computer literacy.</p> <p>Understanding of the Solicitors Account Rules</p> <p>Clear understanding of Money Laundering Regulations</p>	<p>Knowledge of case management systems.</p> <p>Previous experience of Visual Files and SOS Connect.</p>
Skills	<p>Excellent communication skills both verbally and in writing.</p> <p>Ability to work with confidence.</p> <p>Strong planning and organisational skills.</p>	
Competencies	<p>Ability to work in a structured and process driven way.</p> <p>Desire to provide a high quality service.</p> <p>Ability to prioritise workloads and meet tight deadlines.</p> <p>High level of integrity.</p>	



Attributes	Professional. Positive and flexible approach. The ability to travel between Chattertons offices therefore full driving licence and access to car. Sense of Humour. Hardworking and positive attitude.	
-------------------	---	--

Chattertons recognises that it is essential to provide equal opportunities to all persons without discrimination. The company has an Equality and Diversity Policy and this sets out the company's position on equal opportunity in all aspects of employment. This is available upon request.