Chattertons, Role Profile and Person Specification.

Role Profile:

Job Title: Experienced Residential Conveyancer/Paralegal	**Hours of Work: 09.00 – 17.15 hrs – Monday to Friday (36.25 hours per week).**
Salary : Competitive	**Location: Spalding**

Summary:

We are delighted to announce we have a vacancy for a Conveyancer/Paralegal at our Spalding Office within our residential conveyancing team for an experienced Conveyancer/Paralegal. The role will involve undertaking routine domestic and other conveyancing work.

You will be a confident, proactive and structured individual who will be experienced in a broad range of matters to include, but not limited to, the following:-

- To handling a personal caseload of domestic conveyancing and to provide backup for builders conveyancing work when necessary;
- Proven ability to generate work and convert quotations;
- Undertaking necessary searches,
- Estate Agent and Builder liaison;
- Production of standard contract documentation;
- Dealing with enquiries;
- Exchange, completion and post completion related correspondence and formalities. (to include Stamp Duty Land Tax, Companies House and Land Registry Registrations);
- File Closures.

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

Key Duties and Responsibilities:

- To generate new work and provide an ongoing service to existing clients;
- Develop and enhance the Conveyancing 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 firms' quality and risk procedures.

Person Specification:		
	Essential	**Desirable**
Qualifications	Conveyancer/Paralegal.	Previous experience of Visual Files or a conveyancing case management system.
Knowledge	Previous experience of managing a busy caseload.	
Skills	Excellent communication skills both verbally and in writing.	
Competencies	Able to work under pressure to tight deadlines	
Attributes	Professional Positive and flexible approach	

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.