

**Residential Property Solicitor/Licensed Conveyancer/Legal Executive**

**Job description**

Reporting to the Head of Conveyancing the successful candidate will have experience across the full spectrum of residential conveyancing; especially in the areas of Freehold, Leasehold, Sales, Purchases, Re-mortgages, Shared Ownership Schemes, Rights to Buy, Transfer of Equity and Lease extensions.

**Candidate specification**

Candidates should ideally have:

* A minimum of 3 years PQE in the relevant area of law
* Good client care skills, provide professional and competent legal advice in accordance with SRA Code of conduct
* Strong IT skills
* Effective business development skills with proven marketing strategies
* Capability to generate fees in accordance with agreed targets
* Up-to-date knowledge and skills in compliance with Continuing Professional Development, CQS and internal training expectations
* Proven experience of handling own caseload
* Ability to adhere to and manage deadlines
* Good drafting and writing skills, excellent communication and technical ability
* Case Management experience (desirable)
* Proven ability to supervise and train team members

Job Types: Full-time, Permanent

Pay: £35,000.00-£45,000.00 per year

Additional pay:

* Performance bonus

Benefits:

* Bereavement leave
* Company pension
* Employee discount
* Health & wellbeing programme
* Referral programme

Schedule:

* Monday to Friday

Experience:

* PQE in the relevant area of law: 3 years (required)

Work authorisation:

* United Kingdom (required)

Work Location: In person