



JOB PROFILE

Job Title: Conveyancer

Department: Dezrezlegal

Location: Swansea. Remote working available for those with 3+ years' experience of managing a file load independently, with some requirement to attend the office for specific events.

Salary: £25K-£35K depending on experience

Main Purpose of the Role

To provide high quality expert residential Conveyancing services to clients and introducing property partners within your allocated file load consisting of sale, purchase, and remortgage transactions of all tenure types. To actively engage and participate in the progression and success of an award-winning specialist conveyancing firm.

Key Tasks and Responsibilities

1. Undertake the role of a Conveyancer with due diligence to ensure that the policies and procedures of Dezrezlegal are followed, all legal requirements and professional standards are honoured, and the best interests of the client, any mortgage lender and Dezrezlegal are adequately protected.
2. To deal effectively with clients and introducers both over the telephone and in written correspondence to provide expert advice and assistance to them in relation to residential property matters in England and Wales.
3. Ensure that you always provide the highest level of customer service to clients and introducers.
4. To work on a mixed file load of 50 – 70 live files, or an agreed number to suit your bonus needs.
5. To analyse the performance of your file load and provide best fit solutions to achieve set targets in relation to completions, client feedback, timeframes, and revenue.
6. To progress transactions and update case records using a case management system in a paper-light environment.
7. To ensure that all bills and completion statements are produced accurately and in a timely manner.

8. To maintain successful relationships with allocated property partners using scheduled update reports, review calls, and ad hoc assistance.
9. To attend courses relevant to your position and maintain Continuing Professional Development records as appropriate and required.
10. To participate in the betterment of the organisation.
11. To support colleagues.
12. To always comply with all Dezrezlegal policies and procedures.

PERSON SPECIFICATION

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Criteria required for the role.	Essential	Desirable
Educational Qualifications		<ul style="list-style-type: none"> • Law Society, CLC qualified or equivalent.
Experience	<ul style="list-style-type: none"> • Min. 1 years' experience of working own case load independently in a residential conveyancing environment. • Responsible for a file load of 20 + transactions • Consistent contact with lenders, estate agents, and other common third parties 	
Technical Skills	<ul style="list-style-type: none"> • IT proficient including the use of basic MS packages and case management systems. • Sound and comprehensive conveyancing knowledge from instruction to closing files. Including: <ul style="list-style-type: none"> ○ Leasehold 	<ul style="list-style-type: none"> ○ New Builds

	<ul style="list-style-type: none"> ○ Shared Ownership ○ Negative Equity 	
Skills and attributes	<ul style="list-style-type: none"> ● Strong and confident communication skills with the ability to build rapport quickly with a variety of people. ● Outstanding organisational skills and able to multitask. ● Positive and enthusiastic personality. ● Ability to work as an individual and within a team. ● Customer service orientated & committed to delivering excellent results. ● Target orientated. ● Willingness to 'get involved' 	