

Hughes & Company - Conveyancing Solicitor/Conveyancer

Department: Conveyancing

Location: Tring, Hertfordshire

No Agencies please.

About Us

We are an established firm having practised in the local area for over 40 years with an enviable reputation. We pride ourselves on providing our nationwide clients with honest, cost effective and reliable legal services. As a dedicated and specialist niche firm, we have many clients who return to us for our fast, modern service and dedication to exceptional client care.

Location

This role is to be based in our Tring office and offers a competitive remuneration commensurate with experience.

Role Purpose

You will be an experienced conveyancer, expected to be passionately driven to deliver the highest possible legal and service standards as part of our team. You will be expected to maximise profit for the firm, to engage in the management process and support the firm's marketing campaigns; to build relationships with the firm's introducers and clients and to nurture and encourage further business to the firm. We expect our staff to lead by example, to work with the firm to embrace existing and new technology and changes in the way conveyancing services are delivered.

Area of Accountability

- To take responsibility for a varied caseload of residential conveyancing matters including freehold, leasehold, registered, unregistered, shared ownership, new build properties and Limited Company transactions.
- To proactively and efficiently manage conveyancing tasks throughout the entire transaction, whilst managing Client expectations.
- To maintain regular contact with clients, providing regular updates within agreed internal and external service level agreements and within company procedures.
- To act in accordance with our regulatory requirements including AML processes.
- Demonstrate exceptional client care skills.
- To deal with clients, solicitors, mortgage lenders, brokers, other stakeholders in an efficient and professional manner.
- To monitor the progress and status of all transactions within your caseload
- Contribute to a culture of teamwork and high performance, with a strong focus on client care.
- To identify and refer complex queries to the Conveyancing Partner for assistance and guidance in dealing with the matter, to be able to understand and react quickly and respond appropriately to 'red flags' to ensure compliance with our professional standards at all times.
- To also undertake any ad hoc duties when reasonably required.

What you will need to succeed:

- Proven experience and a track record in handling a range of residential property matters.
- Fully self-sufficient and IT competent and keen to embrace technology and existing our case management system
- The ability to progress transactions and manage a caseload with minimal supervision.
- Capable of building strong and effective relationships.
- Meet service level agreements, timescales and adhere to the firm's policies and procedures.

- Have a good understanding of the SRA Code of Conduct and any other regulatory requirements.
- An ability to work quickly and maintain high levels of accuracy.
- Excellent communication and organisational skills.
- Ability to prioritise, work under pressure and adapt to meet client and business needs.
- Salary commensurate with experience

For a confidential conversation or further details about this role, please contact Peter Hughes (email: peter@hughesand.co.uk) or Nicola King (email: Nicola@hughesand.co.uk)