

Job Specification: Residential Conveyancer

Job Title: Residential Conveyancer

Location: Bury St Edmunds

Salary: Competitive

Job Type: Full-time / Part-time

Reports to: Head of Conveyancing / Managing Partner

Job Summary:

We are seeking a skilled and motivated Residential Conveyancer to join our dynamic legal team. The successful candidate will be responsible for managing a caseload of residential property transactions, ensuring a smooth and efficient conveyancing process from inception to completion.

Key Responsibilities:

- Handling all aspects of residential conveyancing transactions including sales, purchases, remortgages, transfers of equity, and leasehold matters.
- Conducting title checks, reviewing legal documents, and identifying potential issues.
- Drafting and reviewing contracts, lease agreements, and other property-related documents.
- Managing correspondence with clients, estate agents, mortgage lenders, and other third parties.
- Ensuring compliance with all relevant regulatory and legal requirements, including Anti-Money Laundering (AML) and GDPR.
- Carrying out searches, land registry applications, and raising appropriate enquiries.
- Providing expert legal advice to clients regarding property transactions.
- Maintaining accurate and up-to-date case management records.
- Proactively resolving any issues that may arise during the conveyancing process.
- Managing client expectations and delivering excellent customer service.

Key Skills & Experience:

- Qualified solicitor, licensed conveyancer, or legal executive with experience in residential conveyancing.
- Proven track record of handling a varied caseload of residential property matters.
- Strong knowledge of UK property law, Land Registry procedures, and mortgage lending requirements.
- Excellent attention to detail and strong problem-solving skills.
- Ability to work independently and manage multiple transactions simultaneously.
- Strong communication and negotiation skills.
- Experience using conveyancing case management systems.
- A commitment to delivering high-quality legal services and client care.

Desirable:

- Experience in dealing with leasehold properties and shared ownership schemes.
- Knowledge of commercial conveyancing would be an advantage.

- Membership of the Council for Licensed Conveyancers (CLC) or The Law Society's Conveyancing Quality Scheme (CQS).

Benefits:

- Competitive salary and performance-related bonuses.
- Opportunities for career development and progression.
- Support for further training and professional development.
- Flexible working arrangements where applicable.
- Pension scheme.

How to Apply:

Please submit your CV and cover letter to hr@willettsolicitors.com