

# Job Specification



**Job Title:** Conveyancer  
**Reporting to:** Team Supervisor  
**Salary:** Negotiable depending on experience (Full Time)

## **RG Solicitors: A law firm with a modern twist!**

This is an exciting opportunity for an experienced Conveyancer to join a driven team of residential property specialists at a rapidly expanding, modern, forward-thinking law firm.

We are a people focused business looking for those who want to develop individually whilst taking part in helping the company to develop and evolve; somebody who wants to make a difference! Our ethos is to create an interesting, vibrant and engaging place for people to work, along with a friendly, fun, social aspect as well.

We believe in giving people the opportunity to progress and would love to help your career grow!

### **You will experience:**

- A competitive salary
- Rewards for your efforts
- A team environment
- Continuous professional development
- An environment where your opinion counts

### **You will likely be:**

- Technically sound
- Experienced at managing your own caseload with volume conveyancing
- Target driven
- Able to manage others
- Not shy to express your opinion
- Open to feedback and have a desire to progress

### **You will certainly be:**

- Technically proficient with the ability to handle a very busy case load
- Expert in describing the conveyancing process
- Able to progress transactions unsupervised
- Aware of the importance of customer service
- Proactive
- Driven and motivated by targets/goals
- Be able to provide holiday cover for the Team Supervisor
- Flexible in your methods and thinking
- Able to support your clients and communicate with them without legalese
- Have a desire to achieve the objectives of the firm and your clients
- Organised and structured in your work
- Prepared to stand up and be counted

# Job Specification



## **You will most certainly not be:**

- Closed and defensive
- Be afraid to try new ways of working

## **Key Tasks & Responsibilities**

- To liaise with clients regularly to update them as to the progress of their matter and the associated costs
- To respond in an appropriate manner to client instructions
- To deal with incoming post efficiently
- To liaise with any introducer or agent promptly
- To participate in Training sessions regularly including providing the sessions where appropriate
- To participate in the business of the firm in such a manner so as to develop your own knowledge and skills
- To contribute to the development of the business, office systems and the organisation of the Department
- To keep informed and updated on conveyancing developments
- Carry out file tasks and progress files
- Assist the team as requested
- Assist with holiday/sickness cover as and when necessary
- Review work undertaken by Conveyancing Administrators
- Weekly review of performance on key targets and feedback with the Team Supervisor
- Assist with delivering training to Conveyancers and Conveyancing Administrators
- Other tasks as from time to time delegated by the Directors