Conveyancing Case Handler – Burnham on Crouch, Essex  
  
This opportunity would be ideal for a conveyancing assistant or junior conveyancer looking for a position in a supportive firm that will aid your progression and development.   
  
Job responsibilities:  
  
In your new Conveyancing Case Handler position you will be provided with all of the training required to handle your own case load of sales and purchase files.   
\* You will work closely with a Conveyancer and another case handler to manage a caseload, which includes all aspects of the conveyancing transaction from instruction to completion   
\* Drafting legal documents including contract packs, registration and freeform letters  
\* Post completion works to include Stamp Duty Land Tax submissions   
\* Applying for searches   
\* Speaking with clients and 3rd parties over the phone and via email.   
  
Required skills:  
  
\* GCSEs and A Levels (or equivalent) in Maths and English - grade C or above  
\* Experience working in a conveyancing department, for at least a year  
\* Excellent communication skills, well-spoken and personable; able to get on with diverse personalities  
\* Good literacy and computer skills   
\* Strong organisation, planning, problem-solving and multi-tasking skills  
  
Benefits:  
  
\* Competitive salary in line with your experience   
\* Discretionary bonus   
\* Pension scheme\*   
\* 20 days holiday   
\* Health insurance  
  
How to apply:  
  
To register your interest please apply now or get in touch directly by forwarding your CV to [jo@brownandco-law.co.uk](mailto:jo@brownandco-law.co.uk)   
  
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