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

Brown & Co Property Lawyers is an equal opportunities employer