



Conveyancing Case Handler Role - Job description

Job title:	Department:
Case Handler	Conveyancing
Name:	Post available from:
Angela Morreale-Devereaux	Immediately
Responsible to:	Head of Property Conveyancing – Angela Morreale-Devereaux
Main job purpose: Managing a caseload of freehold and leasehold re-mortgages and transfers of equity.	
Job Description <p>This full-time position as fee-earner will involve working on primarily re-mortgage transactions although there may be scope to take on some sales and purchase matters.</p> <p>Candidates must have conveyancing experience from inception to post-completion, although not necessary in re-mortgage transactions as training can and will be provided. The candidate must, however, have sufficient knowledge to start acting on cases from day one.</p> <p>We are able to offer flexible working packages for the right candidate, including a mixture of in-office and remote working.</p>	
Personal Requirements <p>The successful candidate will be able to work independently and have excellent organisation and communication skills. They must be pro-active and willing to think of potential solutions before asking. They must have ability to work both on their own and in a team and handle a fast-paced high pressure environment. Most importantly, we expect all of our staff to provide the highest level of customer service to be given to our clients and referrers. Additional attributes:</p> <ul style="list-style-type: none">· Positive· Hardworking – prepared to go the extra mile.· Enthusiastic and proactive.· Excellent communication and customer service skills.· Extremely organised.· Good M/soft Outlook, Excel/Word skills (past experience of case management systems preferable).· Highly literate.	
Location:	Given remote working and our resources, the role will be based in our Bedfordshire office primarily although we allow remote working depending on the candidate's ability to work independently. There are no requirements to regularly attend the office at this time in any event until at least 1 July 2021 at the Candidate's election.
Remuneration:	Salary offered ranges from £25,000 - £30,000 depending on the candidate, and we offer excellent bonus structures in addition. All staff benefit from Vitality Health Insurance and contributory pension scheme from completion of their probationary period.

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