

**Available vacancy: Conveyancer - Residential Conveyancing**

**Term: Full – Time**

**Salary – Competitive**

**We are:**

We are a leading law firm in Bromley, on the South London/Kent border. Established in 1889, we've come a long way and today we are a modern, progressive firm in a state of continual growth/

We are seeking a robust Conveyancer to join our fantastic team of solicitors and paralegals. This is an exciting opportunity for an ambitious candidate with excellent communication and client care skills. We want someone with a strong attention to detail and someone who is able to work both independently and as part of a team. You are expected to have a flexible attitude to work and time.

**You are:**

Professional and friendly, with the ability to quickly build strong, productive relationships with clients and colleagues.

You aim to deliver a great service to your clients and you are used to working quickly with high levels of accuracy.

You see a real benefit in following prescribed processes and making use of a case management system to help you manage your cases and you feel most comfortable knowing that processes have been followed correctly.

**You have:**

- a) An education at A Level standard or equivalent
- b) Ideally between 2 and 5 years experience as a qualified solicitor, Filex or licensed Conveyancer.
- c) Experience of delivering excellent customer care in a legal environment
- d) Experience of working with a case management system

**You will:**

Work in a friendly, busy team managing your own caseload of sales and purchases.

You will be mindful of the client experience and your aim will be to deliver an excellent service, keeping clients updated throughout the process.

Your day-to-day will be to provide clients with accurate, appropriate and up-to-date legal advice, including the following types of fee earning work:

- Sale and Purchase of freehold and leasehold property
- Landlord and Tenant transactions including granting and taking leases
- Acting for lenders and borrowers
- You will establish and maintain excellent relationships with clients and undertake all related administrative tasks, including
- Responding promptly to all enquiries from new and existing clients, fully completing client opening details on the relevant system
- Ensuring that clients receive required information in a timely manner
- Ensuring that all files contain the appropriate documentation relevant to the case
- Ensuring that all client data held on the case management system is accurate and up to date
- Closing matters in an efficient and timely manner, including following up all cases with client satisfaction questionnaires

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*To apply, please send your CV together with a cover letter explaining why you'd be perfect for this role.*

*If your application is unsuccessful we may keep your personal data on file for up to 12 months. We recommend that you read our Job Applicant Privacy Policy which you can find on our website.*

*Judge & Priestley is committed to equality of opportunity and welcomes applications from all sections of the community.*

*We will offer an automatic interview to candidates who meet the minimum requirements for the role and have a disability under the Equality Act 2010. Please call our HR department on 0208 290 0333 if you believe that this applies to you.*

*Please note that upon acceptance of an offer of employment all successful applicants are required to undergo a Basic Disclosure for unspent convictions, an adverse financial check and an ID check, amongst other pre-employment checks.*

*Please email CV to [jprecruitment@judge-priestley.co.uk](mailto:jprecruitment@judge-priestley.co.uk) to apply or for further information.*