**Job Description – Slade Legal – Vacant**

**Job Title:** Conveyancing Assistant

# Department: Residential Property

**Reports to:** Residential Property Solicitor

**Location:** 137 Broadway, Didcot OX11 8RQ

**Hours:** Full time / Permanent 35 hours / Mon – Fri (Standard hours for Slade Legal are between 9:00 am and 5:00 pm)

**Start date:** To be agreed

**Salary and benefits:** £23,000+ commensurate with experience

 25 days holiday + usual bank holidays

**Pension:** Minimum 3% employer pension contribution on qualifying earnings (automatic enrolment for employees aged 22 and over / Minimum 5% employee contributions on qualifying earnings)

**About the organisation:** Slade Legal is a well-regarded and established high street legal practice based in Oxfordshire. We are a multi-disciplinary firm providing a full range of professional legal services from three sites, with our head office based in Abingdon. The Residential Property department has teams at Abingdon, Didcot, and Wallingford.

**Main purpose of the job:**

Working with the existing Residential Property team in Didcot, the candidate will be responsible for supporting a busy, professional, and efficient residential property team.

**The Candidate**

The successful candidate will be a committed conveyancing assistant who enjoys residential property work. They will ideally have recent experience of working in a busy administrative support role; experience with residential property would be beneficial but not essential. The conveyancing assistant will have broad experience working within a busy office. They will be responsible for opening new property files, updating the case management system and providing concise updates to clients, estate agents, mortgage brokers and other third parties. They will be proactive and will deal with all routine administrative tasks associated with residential property matters. They will ideally have basic knowledge of standard conveyancing forms, searches, draft contracts, transfers, OS1s and K15s. They will use case management systems to optimise efficiency. They will be prepared to implement best practice to create a streamlined service. They will provide excellent front line support to the solicitors and paralegals and be a professional and efficient first point of contact to clients.

**Main duties:**

* General administration including but not limited to producing letters and documents which utilise Case Management and IT systems
* Opening new files for the fee earners at the office
* Providing quotes for prospective clients
* Dealing with client enquiries
* Receiving instructions, ordering searches, ordering management packs and requesting redemption figures
* Submitting electronic ID checks and reviewing source of funds information
* Preparing draft contract packs and requesting additional documentation from clients where necessary
* Proactive diary management including making appointments, prioritising, and arranging meetings
* Processing daily emails, post, and voice messages on behalf of the fee earner
* Filing, photocopying, cheque requests, faxing, dead filing, DX & post preparation
* Meeting with clients face to face, to help administer and progress matters as instructed by the supervising solicitor
* Providing clients with updates in relation to the day-to-day relevant matters via phone, email, and face to face
* On the supervising solicitor’s instructions, bill for work done on clients’ behalf, chasing invoices if necessary and liaising with the finance department
* Ensure high quality communication with the company’s internal teams and individuals
* Reporting faulty equipment / software to appropriate parties
* Attending relevant team meetings
* Participating in other activities and projects; flexibility as required
* Carrying out any other reasonable task that may be requested by the supervising solicitor

**Compliance & quality standards**

Abide by all company health and safety procedures

Assist with compliance related matters relevant to the department

Carry out reasonable tasks that may be requested by your line manager

**Personal Attributes**

A well-organised and flexible person

A person who can be proactive and work under pressure

An efficient and effective conveyancing assistant

Computer literate especially with use of emails and case management systems

Excellent attention to detail

Strong written and oral communication skills

Takes initiative and responsibility for their own work

Ability to deal with competing priorities and meet deadlines

Shows understanding of client’s needs and tailors service appropriately

Calm and confident team player with good interpersonal skills

**Person Specification:**

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| --- | --- | --- |
| **Criteria** | **Desirable** | **Essential** |
| Committed conveyancing assistant ideally with current and relevant experience doing residential property support work | X |  |
| Someone who enjoys administration including but not limited to typing standard letters, providing quotes and general information to clients, opening new files, filing, photocopying, cheque requests, photocopying, faxing, dead filing, DX & post preparation |  | X |
| Someone who enjoys regular client interaction and assisting with client queries on solicitor’s behalf |  | X |
| Someone with a strong compliance ethic |  | X |
| Someone who has worked within solicitor’s practices |  | X |
| A person who is confident with Case Management and Microsoft suite (Outlook, Windows 10) |  | X |
| A professional, confident verbal communicator |  | X |
| Someone who can manage changing priorities and who works well under pressure |  | X |
| A person who is well organised |  | X |
| A good communicator who can present a professional front facing environment and build positive working relationships with company staff |  | X |
| Someone who will answer telephones, transfer calls, deal with client queries, take messages and make appointments |  | X |
| Someone who can be proactive and provide support to the existing team in the office |  | X |
| Someone who can work full time from our Didcot office  |  | X |
| Someone who will report to a supervising solicitor |  | X |
| Someone who will abide by all company HASAW requirements, compliance regulations and professional standards |  | X |

**07.02.2023**

**Updated 23.07.2024**