



Senior Residential Conveyancer

We are currently looking for an experienced Senior Residential Conveyancer at our Prenton Office. The candidate would handle a caseload of sale, purchase and re-mortgage property files utilising a case management system.

The suitable candidate will be managing the progression of cases from inception to completion, liaising with clients and businesses, referrers and estate agents. Duties will include telephone enquiries, daily correspondence and face to face interaction with estate agents, referrers and clients.

The ideal candidate will have experience of business development and a track record of winning business with agents, brokers and lenders.

To be considered for this excellent opportunity, the attributes required are:

- Residential Conveyancing experience (5 years +) which includes managing own caseload of freehold, leasehold, registered and unregistered titles with minimum supervision.
- Excellent communication skills, both oral and written.
- To maintain high standards in the processing of client work with targets for completions within a required timeframe.
- Commercial attitude with the ability to achieve agreed financial targets, both in respect of fees and the recording of chargeable and non chargeable time.
- The role will also involve business development and you will need the desire to play an active part in the marketing and development of the firm.
- Ability to provide high quality advice to clients from all sectors across a broad range of issues.
- As you will be dealing with clients, referrers and estate agents the need for excellent customer service skills will be paramount.
- Ability to form good relationships with clients and colleagues and to work as part of an effective team.
- Good IT skills including the ability to utilise a case management system.
- Attention to detail and the ability to work in a fast paced department.
- Ability to work on own initiative.
- Well organised, with a clear and professional telephone manner.
- Well presented, punctual, confident, and self-motivated.
- Flexible in your working approach with the ability to multi-task and prioritise workloads.
- Where appropriate to contribute towards training.
- To undertake any specified responsibility as delegated by the Head of Department/Partners.



Desirable attributes are:

- Solicitor, FILEX or Licensed Conveyancer qualification or working towards qualification.
- Management experience.
- The ability to undertake business planning, financial planning and work at a strategic level.
- Business development/marketing experience.
- Commercial Property experience alongside Residential Conveyancing.

This role offers the opportunity to join an established and progressive law firm. You will also be offered excellent training and development and will have the opportunity to develop your career as this department grows.

Please send your CV and covering letter to sbirchall@kirwans.co.uk.