



## **JOB DESCRIPTION**

### ***Conveyancing Administration Assistant – Private Client***

**Job Title:** Conveyancing Administration Assistant  
**Location:** Sheffield  
**Reports to:** New Business Supervisor/ Operations Manager  
**Standard Hours of Work:** 35 hours per week

#### **1. JOB PURPOSE**

To provide general administration assistance to the Private Client Department, more particularly with regard to Conveyancing, but may be required to assist other members of the Private Client team.

#### **2. SCOPE OF THE ROLE**

This role will be based in Sheffield reporting to the New Business Supervisor and ultimately the Operations Manager

#### **3. PRINCIPAL ACCOUNTABILITIES/TASKS**

- Opening, batching and scanning all post for the department
- Setting up client files and ledgers within case management
- Producing initial client documentation, i.e Authority to Act, Questionnaires, Protocol Documentation etc., and checking such documents upon their return.
- Requesting Documentation fundamental to the transaction.
- Ensuring documents are returned by client's and work providers, chasing them if required and progressing Transactions
- Meeting strict deadlines set by, TL, work providers, etc.
- Performing general administration tasks
- Post completion administration on files
- Updating of referrer websites and portals
- Updating and administration of referral spreadsheets and reporting on results

## **PERSON SPECIFICATION**

### ***Conveyancing Administration Assistant – Private Client***

#### **1 PERSON SPECIFICATION**

- Ability to work to deadlines
- Computer literate
- Ability to prioritise work loads
- Willingness to adhere to and surpass set targets
- Ability to work on own initiative and as part of a team

#### **2 EXPERIENCE**

- Experience of working in an admin role
- Experience of working in a client care environment

#### **3 TECHNICAL SKILLS/QUALIFICATIONS**

- Good standard of education essential.
- Good standard of spoken and written English required.
- Competent use of MS Office required.
- Use of Case Management System