



JOB DESCRIPTION

Trainee Conveyancing Assistant – PMPL

Job Title:	Conveyancing Assistant PMPL
Location:	Sheffield
Reports to:	Conveyancing Management
Standard Hours of Work:	35 Hours per week (some flexibility may be required in relation to start/finish times)
Date:	24 February 2020

1. JOB PURPOSE

To provide administration and assistance to a Conveyancing Property Lawyer and Team in relation to the progression of active conveyancing files within the Private Client Department. To carry out further ad hoc duties as required by the management.

2. SCOPE OF THE ROLE

This role will be based in Sheffield reporting to the Head of Private Client/Conveyancing Management. The first line of management will be your Property Lawyer.

3. PRINCIPAL TASKS/ACCOUNTABILITIES

- Contacting Clients, Agents, Referrers, Search providers and other parties Solicitors to progress active conveyancing transactions.
- Requesting documentation fundamental to the transaction.
- Ensuring documents are returned by Clients and work providers, prompting them if required and progressing transactions.
- Dealing with sale, purchase and re-mortgage matters to the extent delegated by the Fee Earner, to include:
 - Any preliminary matters on both sale and purchase files.
 - Obtaining all required documentation from the client, other-side, third parties (such as HMLR, HMRC and Lenders).
 - Drafting sale contracts and re-mortgage documentation as required by the Property Lawyer.
 - Dealing with Lenders on both sale and purchase matters, checking redemption statements, mortgage offers and dealing with the financial calculations relating to the same as required by the Property Lawyer.
- Assisting with purchase files, including:
 - Obtaining initial documentation.
 - Collating contract packs.
 - Administrative duties relating to the title checks/title reports.
 - Assisting the Property Lawyer in raising enquiries.
 - Reviewing and reporting on mortgages.
 - Ordering (all appropriate) searches, review and reporting on the same as directed by the Property Lawyer.

- Preparation of files for completion to include, final searches, requests for mortgage advances and liaison with Clients as to receipt of balance funds.
- Dealing with all appropriate Notices/Deeds – Post Completion.
- Ensuring the timely transfer of files following completion to the Post Completion Team.
- Updating the Referrer, Agent, other websites and portals.
- Checking the Conveyancing Inbox daily as appropriate and dealing with any e-mails relating to current files.
- Clearing daily task list in Proclaim.
- Telephone enquiries as received into the office.
- Making telephone calls as required in relation to redemptions, completion dates and search results.
- This list is not exhaustive and other tasks may be requested by the Property Lawyer/Management.



PERSON SPECIFICATION

Conveyancing Assistant

- PERSON SPECIFICATION
 - Ability to work to deadlines.
 - Computer literate and good typing skills.
 - Must be able to deal with financial information.
 - Ability to prioritise workloads.
 - Willingness to adhere to and surpass set targets.
 - Ability to work on own initiative and as part of a team.
 - Excellent telephone manner, Client care and enthusiasm.
 - Must be able to communicate well both orally and in writing.

- EXPERIENCE
 - Essential typing skills/Case Management skills.
 - Previous experience of working in a busy Residential Conveyancing Department is desirable but not essential.
 - Experience of telephone work and working in a Client Care environment.

- TECHNICAL SKILLS/QUALIFICATIONS
 - Good standard of spoken and written English required.
 - Competent use of MS Office required.
 - Use of Case Management System.
 - Understanding of e-mail systems, portals and other IT as appropriate.