

JOB DESCRIPTION

Job Title: Experienced Remortgage Conveyancer

Reports To: Conveyancing Manager

Job Summary:

This role involves working within the My Home Move Remortgage Conveyancing team

You should be able to:

- Demonstrate legal knowledge and technical skills developed within a current or recent Remortgage Case Handler/Conveyancer role.
- Managed a portfolio of remortgage cases from inception to completion, or have developed your technical skills to allow processing and advising on complex conveyancing issues, such as Transfers of Equity, Deeds of Postponement and Leasehold matters.
- Be IT literate and skilled at dealing with clients, professionals and other third parties in order to provide an excellent conveyancing service.
- Work to and achieve deadlines within a busy office environment and aiming to achieve both client and introducer service excellence.

Legal qualifications are an advantage but not essential since myhomemove is committed to supporting career development and training.

Main Duties & Responsibilities:

Day to Day Tasks:

- Chasing lender redemption statements and funds
- Proactively chasing third parties, including lenders and brokers, for signed documents
- Sending costs and requesting redemption statements
- Completing initial care calls and 10 day contact calls
- Filing documents
- Creating document logs
- Covering the phones when required
- Working to and maintaining Service Level Agreements
- Dealing with remortgages
- Dealing with Transfers of Equity
- Dealing with Deeds of Postponement
- Dealing with Leasehold matters

Disposition & Attitude:
You will be:

- A leader and motivator others.
- Show willingness to learn however recognises limits of ability and when to seek advice.
- A team player.
- Self-motivated with a positive outlook.
- Actively seeks additional responsibilities.
- Exceptional performers.
- Remain calm under pressure.
- Adaptable and embraces change.
- Shows moral courage, humility and integrity.
- Reliable, tolerant, and determined.
- Empathic communicator with tact and diplomacy.
- Understands dynamics of working within a team.
- Enthusiastic and committed.
- Results-oriented.
- Approachable, well presented and professional.

Skills & Knowledge:

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> • Excellent written and oral communication skills. • The ability to: • Step up, when senior members are absent; • Coach and mentor others; • Prioritise and manage your time; and • Deal with people from backgrounds. • Excellent problem-solving and research skills. • Excellent mathematical skills. • Exercise independent judgment to identify and take alternative courses of action without putting the client or business at risk 	

Training:
Legal

- Refresher legal training
- Legislation updates
- Case law updates
- CML updates

Systems training

- Use of Visual Files case management system
- Use of Land Registry portal
- Use of online search providers websites
- Use of online indemnity provider websites