

## **Experienced Remortgage Conveyancer Manchester - MHM Office**

The My Home Move Remortgage team is based at our Manchester city centre office and has seen exciting and significant growth in business during the first part of the year.

As with all our conveyancing teams it is crucial that we employ experienced candidates to ensure our clients get the very best service when entrusting us with their remortgage cases.

As a member of our Remortgage team you will benefit from unrivalled development opportunities. With a clear career path, progression into transactional conveyancing roles and the chance to move up into supervisory and managerial positions, candidates can truly develop a career by joining My Home Move.

We are looking for natural self-starters with the ability to continuously deliver excellent client service, whilst motivating and developing others. A role model in every sense, your leadership, influence and drive will ensure both team and personal targets are exceeded.

We offer unrivalled development and progression opportunities and this is an excellent role in which to begin your corporate conveyancing career at My Home Move.

### **The Role**

- 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.
- Working to and achieve deadlines within a busy office environment and aiming to achieve both client and introducer service excellence
- Chase lender redemption statements and funds
- Proactively chase third parties, including lenders and brokers, for signed documents
- Send costs and requesting redemption statements
- Complete initial care calls and 10 day contact calls
- Working to and maintaining Service Level Agreements
- Deal with remortgages
- Deal with Transfers of Equity
- Deal with Deeds of Postponement
- Deal with Leasehold matters

## **The Person**

- A natural self-starter with the ability to be flexible and empathetic to deliver client needs
- Ability to prioritise and adapt to meet client and business needs
- Excellent problem-solving and research skills
- Excellent verbal and numerical skills
- Flexible and able to independently judge potential situations, identify and take alternative courses of action without putting the client or business at risk
- Excellent interpersonal and communication skills
- A desire for continuous personal and professional development

## **Benefits**

- Competitive salary
- Bonus scheme
- Life Assurance
- Group Income Protection
- Private Medical Insurance
- Childcare vouchers
- Employee Assistance Programme
- Green Travel Assistance
- ePayslips

## **The Company**

My Home Move is the UK's largest Conveyancing business with over 900 employees and is the UK's fastest growing suppliers of conveyancing support to a variety of residential and blue chip clients. Our excellent service to our customers has allowed for market growth which means we continuously seek new and fresh talent to complement our current team as well as developing our people to reach their full potential. Join our team and look forward to a challenging and rewarding role, with great results bringing great opportunity for recognition and promotion.

If you are interested or know someone who would be interested in this role, please apply by sending your CV and a covering letter to [recruitment@myhomemove.com](mailto:recruitment@myhomemove.com)