

Experienced Conveyancer: Home Based Home Based

As a home-based Experienced Conveyancer (based remotely within the UK) you will work alongside our office based conveyancers to achieve the business plan and targets through exceptional delivery. You will be supported by our dedicated regional management team and you will be responsible for your own allocated caseload.

As an experienced conveyancer you will have the ability to independently manage your own caseload and ensure inspirational client service in a fast paced environment. You will have the freedom to manage a healthy caseload of freehold and leasehold transactions including new build, unregistered and shared ownership properties.

A natural self-starter, you will be able to deliver an efficient and first class client focused service to our valued customers by ensuring clear, concise and regular communication. Your proactive, enthusiastic approach, influence and drive will ensure both team and personal targets are exceeded.

With great opportunities to develop and progress within My Home Move, this is an excellent role in which to further your conveyancing career.

The Role

- Manage a portfolio of cases
- Independently establish priorities and manage deadlines
- Provide support and coaching to your team
- Provide an exceptional service both to the client but also to introducers and associates
- Build strong relationships, with clients and third parties communicating effectively and delighting them through your delivery
- Deal with complex legal enquiries
- Assist and help organise the team to ensure company targets are met
- Understand and produce accurate financial statements
- Optimise the client experience through use of our conveyancing systems and technology
- Manage exchange of contracts and completion of transactions
- Identify, monitor and deliver fully against personal targets using the management information provided to you
- Recognise potential risks and resolve issues without putting the client or business at risk
- Suggest improvements to current policies and procedures
- Work to and maintain Service Level Agreements

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