

## **Legal Technical Specialist**

### **MHM Office: Home Based**

We are looking for a highly talented and successful experienced professional Legal Technical Specialist to join our fast paced team. As a Legal Technical Specialist you will apply your extensive background knowledge in conveyancing, which will allow you to check and produce legal documentation with speed and accuracy thus helping your team and My Home Move to achieve and exceed client satisfaction through excellent customer service. Your ability to impart your technical knowledge will allow you to coach and develop colleagues to become highly effective in a volume environment which will be critical to your success.

We are looking for detailed orientated individuals with the ability to motivate others and commercial flair to understand the part they play in My Home Move success. You will be a confident decision maker who advocates an inspirational customer experience. This is a great opportunity for an individual to develop and progress their career at My Home Move.

### **The Role**

- Check and produce legal documentation with speed and accuracy
- Utilise your extensive experience and knowledge of residential conveyancing
- Work well within a team and communicate clearly as this is a remotely based role
- Act independently when establishing priorities and managing deadlines
- Be able to run a high caseload and perform a full range of tasks unsupervised
- Assist team members with technical/ complex queries as and when required
- Assess risk and make commercial decisions without jeopardising the client or business
- Provide excellent customer service and client satisfaction
- Check, draft and produce accurate comprehensive documentation to the Conveyancers within your allocated team, clients, professional persons and third parties
- Give clear advice when discussing complex legal documentation and issues with your allocated team
- Is able to quality check all team members documentation and theories.
- Actively communicating with clients, recommenders, conveyancers, agents and third parties. This will include communication in person, in writing, or by telephone.

### **The Person**

- Self- starter
- Remains calm under pressure
- Adaptable and embraces change
- Understands dynamics of working within a team
- Enthusiastic and committed
- Results-oriented
- In depth legal and technical knowledge
- Excellent written and oral communication skills
- Excellent problem-solving and research skills

- The ability to:
  - Willing to share extensive industry knowledge gained;
  - Prioritise and manage your time; and
  - Deal with people from all backgrounds
- Exercise independent judgment to identify and take alternative courses of action without putting the client or business at risk
- Strong IT skills

### **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)