

Registrations Specialist MHM Office: Leicester

About the Role

As an experienced Registrations Specialist, you will have demonstrable experience of operating in a technical residential conveyancing environment providing a high quality and timely service to clients; on a day to day basis your core responsibility will be to complete property registrations with the Land Registry.

We are looking for an individual with experience of dealing competently with requisitions/correspondence from the Land Registry and with the demonstrable knowledge and experience of submitting FR1 forms/AP1 form for TP1 / New Leases.

As a technically competent Registrations Specialist, you will inspire others with your passion for delivering excellent service in a fast paced environment. With great opportunities to develop your career and progress this is an excellent role in which to begin your professional corporate career at My Home Move.

The Role

- Complete property registrations with the Land Registry
- Deal with requisitions/correspondence from the Land Registry expeditiously and comprehensively
- Submit applications to the Land Registry to increase in complexity as skill level increases
- Communicate with solicitors, lenders and Land Registry
- Carry out general administrative duties to a high standard
- Communicate with third parties in a professional manner
- Assist the team to ensure company targets are met
- Manage a post completion case load
- Processing and dealing with post
- Ensure Priority Tasks and Procedures are followed
- Work to and maintain Service Level Agreements
- Recognise how to identify potential risks and when to report them to a senior member of the team

The Person

- Demonstrable experience of dealing competently with requisitions/ correspondence from the Land Registry
- Knowledge and demonstrable experience of submitting FR1 forms/AP1 form for TP1 / New Leases
- Demonstrable experience of working in a legal firm in a Registrations role or equivalent
- Excellent written and oral communication skills gained through communication with solicitors, lenders and the Land Registry.
- The ability to organise, prioritise and manage your time.
- Excellent, methodical problem-solving and research skills.
- Accurate with good attention to detail
- Strong verbal and numerical reasoning skills
- Remain calm under pressure
- Understand dynamics of working within a team
- A strong team player
- A desire for continuous personal and professional development

About us

My Home Move is the UK's largest Conveyancing business with over 1200 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 in this role, please apply by sending your CV and a covering letter explaining your motivations to apply and why you would be a great candidate for this role and why you would like to join the My Home Move Resource Planning function to recruitment@myhomemove.com

Closing date: Wednesday 29th May at 5pm