

New Business Unit Team Member MHM Office: Leicester Barton Close

Outstanding client care is critical to the success of My Home Move and we are looking for an experienced individual to fulfil the role of New Business Unit Team Member. The role involves outbound calling to chase for housing transaction starter packs and to ensure that we have the Clients instructions to act. By joining a friendly and welcoming team, you'll ensure that we are able to service every clients need.

A legal or conveyancing background isn't essential as we will teach you everything you need. However, the ideal candidate will have a drive to reach targets in a fast paced environment and have an ability to offer the kind of service that exceeds expectations, achieves conversion and in turn inspires others.

Hands on and driven, you will inspire others with your passion for excellent client conversion 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

- Confirm instructions to act on housing transactions
- Work as part of a team to deal with internal and external emails into the Client Support Team
- Enable completion of client satisfaction surveys by calling our clients directly
- Work from daily task lists
- Accurately check data provided by clients and amend where necessary
- Support and encourage colleagues within the Client Support Team to help achieve business targets

The Person

- Customer service orientated
- Projects a confident and professional approach inspiring trust and confidence in others
- The ability to prioritise with excellent time management skills
- The ability to multi- task
- An ability to effectively assess situations and make independent informed decisions, and someone who knows when to seek advice.
- A desire for continuous personal and professional development



The Company

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 or know someone who would be interested in this role, please apply by sending your CV and a covering letter to recruitment@myhomemove.com

Closing date: Wednesday 12th June at 5pm