

## **Trainee Conveyancer My Home Move: Manchester**

We are looking for highly talented graduate caliber individuals to join our growing and exciting business. This exciting opportunity will allow you to receive a comprehensive induction to conveyancing delivered by our award-winning Learning and Development team. Your development and training will be supported by a friendly and welcoming team.

When you graduate from our Learning and Development Academy you will join a team and begin engaging with our clients by providing inspirational customer service. As a proficient conveyancer, you will work with your client to guide them through the home-moving process – whether it's supporting them buying their first home, a freehold or a leasehold transaction purchase. We'll look to you to build relationships with customers and offer the unbeatable service we pride ourselves on, every time. The kind of service that delights every client and helps you develop a great career.

*A legal or graduate background isn't essential as we'll teach you everything you need to become a conveyancing expert. If you are ambitious, driven, great with people, down to earth and not shy of getting stuck in, this could be just the role for you.*

### **Who you are**

***Great team player? Real people person? Someone who loves helping others?*** As well as being passionate about customer service, you'll need the following skills:

- The ability to communicate well with colleagues and clients over the phone and in writing
- The drive and commitment to develop through a structured training course
- A confident and professional manner in dealing with a variety of different customer situations
- Ability to work co-operatively with others
- Ability to engage and inspire customers through questioning and listening skills

*If you have any of the following desirable skills, even better:*

- Knowledge of Microsoft Office
- A background in a people-facing role such as retail or customer service

### **What we'll do for you**

In a culture where hard work is recognised and great results are rewarded, you can look forward to a competitive salary and bonus. That's on top of a generous staff legal discount, pension and life assurance, private healthcare and a wide range of other benefits. ***We're committed to promoting talent from within, which means you'll be well supported to build a rewarding career with an individual development plan and lots of training on offer.***



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)

**Candidates that have been through the assessment process over the last six months may not be considered for the selection process**