

Role	Residential Property Solicitor
Location	Coventry
Contract	Full time Permanent
Salary	Competitive plus benefits

### **Purpose**

We have an exciting opportunity for a Residential Property Solicitor to join our growing and busy residential conveyancing department. You will be managing a full case load of residential matters from start to completion. This is an exciting opportunity for a motivated and experienced conveyancer to play a key role in providing excellent legal services within a friendly and supportive team environment.

### **Responsibilities**

- Attending clients personally, by telephone and correspondence to take instructions and advise.
- Managing a caseload of residential property matters, including freehold/leasehold sales and purchases, shared ownership, re-mortgages and new build developments.
- Handling cases from initial instruction through to completion, ensuring the highest standards of service throughout
- Drafting and approving legal documentation, including contracts and transfer deeds
- Providing clear, concise and responsive advice to clients
- Development, organisation and management of own caseload.
- Managing and maintaining client case files effectively, professionally and to the required standards.
- Maintaining an effective diary management system.
- Dealing with requests for quotes and general enquiries.
- Creating and taking networking opportunities and encouraging new business through client network and business contacts.
- Keeping up to date with developments in relevant areas of law and practice, undertaking learning and development activities to maintain competence in accordance with SRA requirements.

### **Requirements/Experience**

- PQE in residential property work.
- Thorough understanding of law and practice in property matters.
- Knowledge of CQS.
- Good client manner and communication skills
- Articulate telephone and personal manner
- Ability to function well under pressure
- Ability to extract and advise upon relevant information from transaction documents.

## **Benefits**

- 23 days holiday with 1 day off for your birthday as an additional day
- Holiday increase with each year of service.
- Long service awards
- Pension
- Private Healthcare (on successful passing of probation)
- Parking at the office
- Dress for your day
- Free/subsidized legal fees
- Training funding support/professional development
- Company sick pay
- Cycle to work scheme
- Eyecare vouchers
- Flu jab voucher
- Refer a friend scheme