Job Advert: Conveyancing Assistant – Post Completions

Location: Rowlinsons Solicitors, Runcorn Office
Benefits: Company Pension Scheme, Hybrid Working available, Wellness Packages, Life Insurance Scheme, Free Office Parking and a great team environment!

The Opportunity

We are currently seeking a Conveyancing Assistant, specialising in Post Completions to join our team at Rowlinson's. We are a Solicitors with a modern outlook and pride ourselves on our level of service given to our clients. This role would be a great fit for someone who is ambitious, hardworking and who is keen to develop their conveyancing experience.

Main responsibilities

- Promptly prepare all applications to be sent to the Land Registry following completion
- Arrange for the copying and scanning of documents as is required to submit applications to the Land Registry.
- Submit all applications to the Land Registry both electronically and by post.
- Prepare correspondence and documents which may need sending to the Land Registry through audio typing and word processing.
- Maintain a log of all applications which have been sent to the Land Registry and are currently awaiting completion.
- To maintain a log of each files Priority Period expiry date which is passed to the Post Completion Department and ensure that it does not expire.
- Arrange for the renewal of Priority Period searches if requested to do so.
- Speak to the Land Registry by telephone as and when required to do so.
- Forward any requisitions which are received from the Land Registry on to the relevant fee earner and ensure that they are responded to.
- Arrange for deeds and title information documents to be sent to Clients and/or Lenders following the completion of registration.
- Request documentation from the Land Registry when requested to do so by Fee Earners.

- Correctly record all funds that are remitted and received by completing posting slips.

- Prepare mail and enclosures for posting.

- Keep the Practice Management System and all file inlay sheets up-to-date throughout the course of the transaction.

- Administer filing. This will include daily filing and perhaps some archiving, storage and retrieval of client files in accordance with the detailed procedures contained in the Office Manual.

- Provide support to other assistants as and when required.

- Provide guidance to Reception and temporary assistants when required to do so.

- Undertake any specific training when required to do so and overall to have a responsibility towards self-development.

- Ensure confidentiality of all the firms and clients documentation and information.

- Comply with the Solicitor's Accounts Rules and the Rules on the Professional Conduct of Solicitors or other professional body (if applicable)

- Comply with the requirements of the Lexcel and Conveyancing Quality Scheme accreditation and the protocols contained within.

Required qualifications, skills and experience

- Excellent IT and audio typing skills.

- Excellent communication skills both verbal and written.

- Excellent organisational skills.

- The ability to develop and maintain spreadsheets using software such as Microsoft Excel or similar.

- Preferably previous experience as a Conveyancing Assistant or experience of working in another professional office.

Company Overview

Whilst we might be a bit biased, we think we are a great business to work for. Employee well-being is at the heart of our ethos, and in addition we offer a

substantial benefit package, including: a generous holiday entitlement, great pension scheme, Life Insurance, a great social culture and an ethos that promotes personal and professional development. You will be initially trained in our offices, but once trained you can then work on a hybrid working from home basis.