LesterCampbell

PROPERTY SOLICITORS

Job title	**Conveyancing Assistant**
Department/Section:	Conveyancing
Main purposes of job:	Assist the Fee-Earners in the management of their caseloads and office management duties
Location:	Lester Campbell LLP 17 Park Place Leeds LS1 2SJ
Key tasks:	Your key tasks and responsibilities will be: • Support the fee-earners in the management of their caseload by actioning legal procedures as directed by them and providing feedback where required • To comply with our policies and procedures at all times • To deal effectively with clients and introducers both over the telephone and in written correspondence in order to provide advice and assistance to them in relation to property matters in England and Wales • To provide the highest level of customer service to clients and introducers at all times • To provide updates to clients and introducers frequently and wherever appropriate • To return telephone and email communications from clients and introducers within 3 hours wherever possible and within 24 hours without exception • Verify client identification in accordance with the AML policy and procedure • To maintain accurate and up to date records on all required applications at all times for the benefit of all parties and team members • The timely and accurate preparation of contract papers • Undertake OS1 and bankruptcy searches • Review and answer additional enquiries • Where appropriate to request additional information from third parties • To progress matters to exchange in a timely manner. • The accurate and timely production of the file for exchange sign off • The exchanging of contracts • Prepare accurate and timely bills and completion statements • To retrieve funds from clients in a timely manner to effect completion • The preparation, submission and payment of SDLT documentation • The preparation and submission of Land Registry applications within the priority period and dealing with requisitions promptly, ensure applications are not cancelled before

	completion • Checking completed Title Information Documents and sending copies to lenders and clients as appropriate • Closing files in accordance with the firms file closure procedures • The accurate and timely logging on of incoming items • Scanning incoming post and saving to the appropriate case • Delivering the post to the mail box at the end of each working day • Undertake completion day procedures • To promote and develop the business • To attend courses relevant to your position and maintain Continuing Professional Development records as appropriate and required • To maintain a good up to date working knowledge of relevant aspects of the law other than those specified above to allow cross discipline advice to be given • To keep up to date with changes in the law and maintain and disseminate information to other colleagues in relation thereof • To attend and contribute to team meetings • To undertake such administrative duties as your Employer may reasonably require from time to time • To observe strict credit control in relation to client matters in which you have responsibility • To act in the best interest of your employer undertaking the above tasks and others reasonably considered by the Partners • To deal with such matters as the Partners in their discretion may reasonably require form time to time
Key results/objectives:	Assist the fee-earners in the management of their caseloads and train to be a fully competent Legal Assistant
Reporting to:	Jade Campbell, Partner & Head of Conveyancing
To apply:	Please email your CV and covering letter to jade.campbell@lestercampbell.co.uk by Thursday 31st March 2021.