



JOB DESCRIPTION

Job Title:	Property Lawyer (Solicitor/CILEX/Licensed Conveyancer)
Member of:	Property Department based in Gatwick, with flexibility to work in offices as required.
Job Purpose:	To manage a range of residential and commercial property matters from initial instruction through to matter conclusion

Key Tasks

- ☐ To give estimates of costs to new clients
- ☐ To take initial instructions for Sale and Purchase of residential and commercial property matters
- ☐ To open files and progress matters in line with departmental procedures
- ☐ To undertake administrative work on files including letter and form production and photocopying as required
- ☐ To liaise with clients, estate agents, commercial agents, mortgage lenders and solicitors by telephone, post, e-mail or in person, as necessary, at every stage of the transaction
- ☐ To manage a range of property matters from initial instruction through to matter conclusion
- ☐ To undertake any additional delegated tasks including dealing with pre exchange of contract work, title reports, searches, raising enquiries etc.
- ☐ To manage post-exchange work and registrations, including completion statements
- ☐ To manage post-completion work including stamping of documents, Registration and Scheduling of Deeds
- ☐ To maintain your own diary and handle matters arising, in liaison with other Legal Advisers
- ☐ To cover the property work of other Legal Advisers in their absence
- ☐ To ensure the confidentiality of all the firm's and clients' documentation
- ☐ To undertake any specific training when required to do so and overall to have a responsibility towards self-development
- ☐ To achieve agreed levels of time-recording (as appropriate)
- ☐ In conjunction with the Marketing team, to contribute to business development activity and networking events
- ☐ To provide support to other Legal Advisers and Assistants in the Property department and Commercial Department as may be required
- ☐ To undertake any other tasks as may be required from time to time

Knowledge & Skills Required (Person Spec)

- ☐ Efficient and well organised, with good control of diary systems and competent in the firm's computer facilities
- ☐ Ideally a qualified Solicitor with at least 4 years' PQE but applications will be considered from those with alternative relevant qualifications or who can demonstrate equivalent skills and experience
- ☐ Excellent knowledge of residential and commercial property processes and procedures
- ☐ Effective oral and written communication skills
- ☐ Pleasant and positive manner in dealing with colleagues and clients
- ☐ Ability to evaluate a situation in the face of time constraints and react appropriately
- ☐ Good time management, file organisation and personal organisation
- ☐ Ability to work effectively and flexibly in a team