

Solicitor

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Company: Carpenters Rose Solicitors

Location: Greater London

Category: other-general

Conveyancing Solicitor Location: Mill Hill, London Salary: £45 — 65k, DOE Full

Time Carpenters Rose was founded in 1928 and has been at the same address ever since.

It was run originally by three generations of family Carpenter. Purpose of job: A vacancy

has arisen for a solicitor in our Conveyancing department. Requirement

Qualifications Solicitor 2 – 5 years PQE Experience in commercial and residential

conveyancing both freehold and leasehold essential Role and Responsibilities To include but

not limit to: To be responsible for the conduct of residential conveyancing matters including

Sales, Purchases & Re-mortgages, Freehold & Leasehold Conveyancing, Transfers of

Equity, Equity Release Schemes, Leasehold Enfranchisement To provide support to

existing Conveyancing Fee Earners To assist in the promotion, development and marketing

of the Property Department To achieve Fee Earning targets as set by the Partners To comply

with the Firm's Policies and Procedures To comply with the SRA handbook including SRA

accounts rules To maintain the image and integrity of the Firm at all times and to deal with

clients in a courteous manner To undertake learning and development, in accordance with

the firm's policies and processes, for Continuing Competence (as defined by the

SRA) Person Specification Key skills to include: Personally efficient and well organised Ability to

work under pressure and meet deadlines Ability to prioritise effectively Ability to work as part of a

team Computer literate and be competent in the use of Microsoft Office applications Good

verbal communication and telephone skills Attention to detail Self-sufficient – ability to

complete workloads independently using the case management system to maximise efficiency

and limit use of support staff resources.

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