



ABD legal Services Ltd

Job Title:	Conveyancer - Residential	Job Category:	Fee Earner
Department/Group:	Conveyancing		
Location:	Flexible	Travel Required:	Yes, if required to other office locations
Level/Salary Range:	Competitive	Position Type:	Full time, permanent
Line Management Responsibility for:	N/A	Date Posted:	
Date Posting Expires:			
Responsible to:	All Partners		
Specific Responsibility to:	Head of Residential Conveyancing		

Job Description

About AwdryLaw:

Established in 1750, we are an award-winning firm having been presented in the past with the Law Society's Excellence Award for Innovation and two awards for excellent customer service.

From our offices in Devizes, Chippenham, Marlborough, Royal Wootton Bassett and Swindon, we serve clients in Wiltshire, Berkshire, Hampshire, Somerset, Gloucestershire, Bath, London, and throughout the UK. We provide a comprehensive range of first-class legal services for individuals, families, and businesses.

Our purpose is to provide excellent client service and exceed expectations by being dynamic, inspiring, and proactive; client service is at the heart of everything we do. We have a fantastic group of people who work hard, are dedicated and demonstrate great commitment so In return for aiming towards these standards we will back you, help you to improve and support you in being the best we can.

We also want people to enjoy working here and we aim to do this by creating a positive, supportive, and forward-looking environment. Our values are the platform upon which everything is built - excellent client service and making this a great place to work.

Our Values:

- **Everything starts with you** : People matter, whether you are a client or part of our team
- **Always driving forwards**: We always show ambition and energy to achieve results
- **Be brilliant**: We create positivity, excellence and innovation in all we do
- **Every person, every time**: We are consistent and reliable and give our best, every time.



ROLE AND RESPONSIBILITIES

Job Purpose:

This role would help to continue our reputation as a superb Conveyancing team offering excellent client service. The successful candidate will have a can do, proactive and friendly outlook with expertise, passion, and a client centred approach, making a positive contribution to the team's success.

Typical Activities:

Responsibility for: -

- Dealing with an interesting and varied range of Conveyancing work
- Building rapport with clients and with local estate agents
- Supporting excellent team spirit within the department
- Maintaining high professional standards.

ESSENTIAL AND DESIRABLE SKILLS, EXPERIENCE AND QUALIFICATIONS

Essential:

- Experience of various types of conveyancing client work
- To have the ability to remain calm, polite, and focused when dealing with different situations
- To have good communication skills both verbal and written
- A high level of attention to detail
- The ability to build relationships and work collaboratively with all employees
- The ability to make sound decisions, taking ownership when required.
- To present in a professional manner
- To be motivated and well organized
- To have good IT skills including Microsoft packages.

This Job description is not intended to cover all aspects of the role. You may be required to complete other tasks that are in keeping with the general nature of the position.