ABD Legal Services Limited

Job Title:	Conveyancer – Residential		
Department/Group:	Conveyancing		
Location:	Bath and Swindon	**Travel Required:**	Yes, if required to other office locations
Level/Salary Range:	Competitive salary & benefits.	**Position Type:**	Full-time, permanent
Line Management Responsibility for:	N/A	**Date Posted:**	
Specific Responsibility to:	Head of Residential Conveyancing		

Job Description

About Awdry Law:

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, Bath 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.

Why You'll Love Working with Us:

Join us and be part of a culture that values creativity, hard work, individuality, ambition, and fun! We offer competitive pay, fantastic employee benefits, and the opportunity to grow in a thriving, forward thinking environment. And yes, our legendary social outings are not to be missed! This is more than a job; it's a chance for you to develop new skills and be part of our success. 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 the best we can.

Our values are the platform upon which everything is built:

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

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-centered 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.

ADDITIONAL NOTES:

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.

Reviewed By:	LG	Date:	22052026
Approved By:		Date:	
Last Updated By:	Name	Date/Time:	