



Conveyancer

The Basics :

- ✓ 9am to 5pm, Monday to Friday
- ✓ Competitive Salary
- ✓ Based in our London office
- ✓ 25 days holiday per year
- ✓ Auto enrolment into our pension scheme

Additional benefits:

- ✓ Generous quarterly bonus scheme
- ✓ Flexible working
- ✓ Working from home
- ✓ Contractually enhanced sick pay
- ✓ Contractually enhanced maternity and paternity schemes
- ✓ Low monthly fee targets
- ✓ Work/life balance

4 year benefits:

- ✓ Private healthcare
- ✓ Income protection
- ✓ Monthly travel contribution

Competencies:

- ✓ Positive outlook
- ✓ Team player
- ✓ Professional
- ✓ Personable & caring
- ✓ Capable of demonstrating self-improvement

About us

Attwells Solicitors is one of the leading firms in East Anglia, with offices in Suffolk, Essex and a boutique London office. Attwells are a young, dynamic and diverse law firm with a focus on career progression, plain-English legal advice and excellent client care. We are dedicated to breaking down barriers to entry to the profession and providing our staff with autonomy to shape their own future, in an environment in which they can thrive.

Working at Attwells is about the “4Ps”:

Personal: Caring for our clients and one another

Professional: Always acting with trust and integrity

Progressive: Growing and improving for our clients and ourselves

Positive: Being a “can-do” team player.

Overview on the role:

The applicant would be expected to manage a varied residential conveyancing caseload from file opening to post completions including registration and archiving and have good IT skills to be able to use Attwells’ case management system and be responsible for their own administration. This will include conducting matters on behalf of clients and assisting colleagues as and when necessary.

Start date: as soon as possible

The Candidate

- Good understanding of property law and the residential conveyancing process;
- Experienced paralegal/licenced conveyancer with a minimum of 2 years’ experience in residential conveyancing;
- Excellent business development skills;
- Driven and highly motivated individual with positive outlook;
- Able to work independently whilst also being a team player;
- Capable of delivering excellent client care;
- Friendly and caring attitude

Equal Opportunities

Attwells are committed to recruiting individuals on merits of suitability for each role, on the basis of qualifications and experience. All applications are treated equally regardless of sexual orientation, race, disability, religious beliefs and any other protected characteristic, ensuring that there are equal opportunities at all stages of the recruitment process.

How to apply?

To apply please send your CV, Covering Letter and a completed Equal Opportunities Monitoring Form (available here: <https://attwells.com/wp-content/uploads/2021/08/Equal-Opportunities-Monitoring-Form-August-2021.pdf>) to recruitment@attwells.com