

We have an exciting opportunity for an experienced Conveyancer to help manage and expand our busy Conveyancing department.

The successful applicant will be either a CILEX/Licensed Conveyancer or Solicitor, with a proven record for managing people. Working within a busy and fast paced environment, advising on all aspects of the conveyancing process with the aid of a case management system. You will be self-motivated, able to prioritise with good attention to detail and able to work well under pressure, handling your own case load from instruction through to completion.

In addition, it is essential that you will have experience of people management, ensuring maximum productivity and that service levels are met. Mentoring and training trainee staff is crucial as you will need to be able to motivate, drive and inspire others to conduct their best work, whilst being assertive, calm, and a good leader.

### **Key responsibilities**

- Accountable for the management of your own case load, including file reviews.
- Supervision of junior members
- Excellent people management
- Manage capacity levels
- Assist with CQS compliance
- Provide reports and updates to the Partners.
- Ensure any complaints are dealt with appropriately and within appropriate timeframe
- Deliver exceptional customer service, managing client expectations
- A minimum of 5 years PQE.
- Work well under pressure within a fast-paced environment.
- Team player

### **Benefits**

- Salary negotiable depending on experience and qualifications
- Company pension
- Career progression

Please send cv and covering letter to [deanne.burton@bates-wells.co.uk](mailto:deanne.burton@bates-wells.co.uk)