

Conveyancing Assistant

Join Our Conveyancing Team as a Conveyancing Assistant – Make a Real Difference!

Benefits and Details

- Hours Mon-Fri 8:45-5:30 (slightly shorter hours would be considered)
- Competitive Salary
- Location: 112 Street Lane, Roundhay, Leeds, LS8 2AL
- Free on-site parking
- Regular complimentary social events
- Company pension
- Cycle to work scheme
- Holidays - starting at 22 days plus bank holidays (increasing to 25)

Are you an experienced Conveyancing Assistant looking for your next challenge within a respected and award winning law firm?

We are seeking a proactive and highly organised individual to join our busy Conveyancing Department. This is an excellent opportunity for someone with solid residential conveyancing experience who enjoys working in a fast-paced environment, takes pride in delivering exceptional client service, and can confidently support fee earners throughout the lifecycle of a transaction.

You'll become an integral part of a supportive team, helping clients through one of the most important transactions of their lives while contributing to the continued success of our thriving conveyancing practice.

What you will do:

You will provide comprehensive support to Conveyancing Fee Earners on a varied caseload of residential property matters, including freehold and leasehold sales and purchases.

Key responsibilities include:

- Managing client, estate agent, lender and solicitor communications by telephone, email and letter.
- Proactively progressing transactions and maintaining regular client updates.
- Opening new files and undertaking AML and client due diligence checks.
- Requesting searches, title documents, redemption statements and other relevant information.
- Reviewing and preparing conveyancing documentation.
- Drafting and issuing contract packs.
- Preparing replies to enquiries and requisitions.
- Assisting with exchange of contracts and completions.
- Preparing completion statements and bills.
- Maintaining accurate file records and updating the case management system.
- Handling post-completion administration where required.
- Liaising professionally with all parties to help ensure transactions proceed smoothly and efficiently.

What We Need:

- Previous experience as a Conveyancing Assistant within a residential conveyancing team.
- Experience supporting fee earners with freehold and leasehold sales and purchases from instruction through to completion.
- Sound understanding of conveyancing procedures and transaction workflows.
- Knowledge of Anti-Money Laundering regulations and client verification requirements.
- Excellent organisational skills with the ability to manage multiple priorities effectively.
- Strong attention to detail and commitment to accuracy.
- Outstanding communication and client care skills.
- A proactive approach and ability to work efficiently under pressure.

Your Skills:

- Exceptional at managing workloads independently.
- High organisational and detail-orientation skills.
- Adept at providing regular updates and excellent care to clients.
- Positive attitude and ability to work under pressure.

Nice to have:

- Knowledge and experience with Remortgage and Transfer of Equity matters
- Use of FormEvo
- Managing caseload paperless or paper light.
- Familiarity with case management systems.

Interested? Please send a cover letter explaining your interest in this role along with your CV to peoplemanagement@winstonsolicitors.co.uk

For further information please refer to Winston Solicitors Website or call 0113 218 5499.