**Legal Conveyancing Assistant**

We have a fantastic opportunity for a Legal Conveyancing Assistant who has excellent communication and organisation skills, attention to detail and a methodical, accurate approach to all tasks. The role is based in Bury St. Edmunds and reports to the Divisional Legal Manager.

Responsible for administration support to the Estate Conveyancer, Assistant Divisional Legal Manager and Divisional Legal Manager you will provide an efficient, service led and cost effective plot Conveyancing function that supports the business, particularly in relation to its key operation of plot sales, including the provision of accurate reports and forecasts.

The successful applicant will have the ability to work as part of a team and be able to communicate at all levels.

**The Role:**

* Assisting the Estate Conveyancers to achieve the departments set performance targets for the dispatch of contracts, exchanges and completions.
* Coordinating with the Business unit and maintaining a diary scheduler which includes a comprehensive plot progression together with weekly reports on each new home and part exchange transaction.
* Coordinating with the Business Units for the transfer of information required by the department.
* Attending to all non-routine matters and queries which arise either before during or following the sale of individual plots or the development.
* To continuously up-date, improve and maintain the Sales and Legal documentation packages on each Development, ensuring the latest information is provided to the Buyers Solicitors.
* To issue the relevant legal paperwork in connection with the conveyancing processes stipulated by the Legal Function from time to time.
* To assist with the progression of the sale of new homes to achieve exchange of contracts, serving notices and legal completion within the requisite timeframes to meet the weekly, monthly and quarterly targets stipulated by the Business units’
* To provide general office duties which will include filing, photocopying, audio/copy typing and telephone work (this list is not exhaustive).

**The Person:**

* Pleasant outgoing personality and confident telephone manner
* Extensive I.T. skills including the use of Word and Excel together with on-line facilities such as the Land Registry Portal, Stamp Duty Land Tax and search providers.
* Excellent organisation skills, ability to maintain complex paper and computer based filing and information systems
* Enthusiasm, flexible, willingness to learn together with a “can-do” attitude with the potential to take more responsibility as the role evolves.
* The ability to work in a demanding and pressurised environment.

**In order to be successful in this role you must be able to prove eligibility to work in the UK.**

**The Company:**

Taylor Wimpey is a FTSE 100 business and one of the largest residential developers in the UK, building new homes and communities across England, Scotland and Wales.

Our vision is to become the UK’s leading residential developer for creating value and delivering quality. We build over 10,000 homes each year, from one-bedroom apartments to six-bedroom houses all across the country.

Our people are passionate about the house building industry and about our customers. Culturally we pride ourselves in having a diverse work force with an opportunity to grow a career in a variety of environments. We look to develop our people in the skills and areas they are most interested in so if you are looking to join a thriving company going through an exciting period then please get in touch.

**If you are interested in this role please send your C.V. to** **nilam.hirani@taylorwimpey.com** **for the attention of Nilam Hirani, Legal Secretary, IT Coordinator.**

**Closing date: Friday 9th October 2015**

**Internal applicants – please advise your Line Manger if applying for this role.**