**Estate Conveyancer (Maternity Cover)**

We have a fantastic opportunity for an Estate Conveyancer (Maternity Cover) 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 Head of Plot Conveyancing.

You will be responsible for the day to day running and timely achievement of plot sale transactions and consequential part exchange transactions for allocated Business Units. Also, you will be coordinating with the Business Unit Sales and Development/Technical teams and will provide a comprehensive reporting and monitoring system for the progress and completion of plot and part exchange transactions.

Providing support to other Estate Conveyancers, Assistant Divisional Legal Manager and the Divisional Legal Manager, you will liaising with allocated Business Units and assist them in achieving targets set for exchanges and completions.

**The Role:**

* The production of issuing draft Contracts; compiling Sales documentation in connection with the sale of new homes in accordance with Taylor Wimpey’s Group Legal Disciplines
* To be self-sufficient in generating correspondence and dealing with enquiries, attending to pre-exchange, pre-completion and post completion matters.
* Edging up of Conveyance Plans and submitting to Land Registry and Local Authority for approval
* Achieving department set performance targets for the dispatch of contracts, exchanges and completions and assist the achievement of targets set by the Business Units
* Notifying the Business Units of expected completion monies for that week
* Attending to all non-routine matters and queries which arise either before during or following the sale of individual plots or the development
* Providing guidance and support to the Conveyancing Assistants and Legal Secretary
* Maintain high standards of presentation and accurate content of all documents and correspondence issued by the Department
* Provide support to other Estate Conveyancers, Assistant Divisional Legal Manager and the Divisional Legal Manager
* To comply with all professional standards and training requirements (where necessary)
* To progress the sale of the new homes to achieve exchange of Contracts, serving notice and legal completion within the requisite timeframes to achieve the weekly, monthly and quarterly targets stipulated by the Business Units.
* To maintain a diary scheduler which will include comprehensive plot progression together with weekly reports on the progress of each new home.
* To ensure that all matters of administration allocated to the Estate Conveyancer in connection with Plot Conveyancing and/or the Department are carried out in a professional manner and in appropriate timescales.
* To provide guidance to the Conveyancing Assistants and Legal Secretary together with support to the other Estate Conveyancers, Assistant Divisional Legal Manager and Divisional Legal Manager

**The Person:**

* Pleasant outgoing personality and confident telephone manner
* The ability to work as part of a team
* Enthusiasm, Flexible, Willingness to learn and potential to take more responsibility
* Proven experience of Property Law and residential Conveyancing gained either in private practice or in–house
* The ability to communicate clearly and effectively at all levels and to analyse complex legal issues quickly and decisively
* IT literate with familiarity with Word IT processing systems and computer data base and case management systems and key board skills
* Fast accurate typing skills
* Excellent organisation skills, ability to maintain complex paper and computer based filing and information systems

**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 16th October 2015**

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