Key facts:

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| Job title: | Estate Conveyancer | Location: | Cannock |
| Business: | TW Legal Services | Report to: | Divisional Legal Manager |

The purpose of the role

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

Liaising with the allocated Business Unit(s), keeping them up-dated with progression on Plot, part exchange and sale on transactions and progressing transaction in order to assist the Business Units in achieving targets set for exchanges and completions.

Key activities:

* 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

Key competencies

* A methodical and accurate approach to all tasks with close attention to detail
* 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

Primary network: who you will work with

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| Internal: | Divisional Legal Manager, Assistant Divisional Legal Manager, Estate Conveyancers, Conveyancing Assistants, Sales Executives , Sales Managers |
| External: |  |

**If you are interested in this role please send your C.V. to nilam.hirani@taylorwimpey.com**

**Closing date for applications is 8 January 2016**

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