**Plot Conveyancing Paralegal**

We have a fantastic opportunity for a Plot Conveyancing Paralegal who has excellent communication and organisation skills, attention to detail and a methodical, accurate approach to all tasks. The role is based in Taylor Wimpey East Scotland - Legal Department in Dunfermline and reports to the Regional Solicitor.

You will be responsible for the day to day running and timely achievement of plot sale transactions, residential conveyancing for part exchange transactions and ancillary land disposals to include sub-station, gas governor, pumping stations and open space transfers for allocated Business Unit. 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, part exchange transactions and ancillary land disposals.

Working closely with the Regional Solicitor, you will liaise with allocated Business Units and assist them in achieving department set performance targets for the dispatch and conclusion of Missives and completions.

**The Role:**

* Liaising with the allocated Business Unit, keeping them up-dated with progression on Plot, part exchange and sell on transactions and progressing transaction in order to assist the Business Unit in achieving targets set for exchanges and completions.
* Attending to all non-routine matters and queries which arise either before during or following the sale of individual plots or the development
* Maintain high standards of presentation and accurate content of all documents and correspondence issued by the Department
* The production of issuing Missives and necessary conveyancing documentation.
* To be self-sufficient in generating correspondence and dealing with the enquiries, attending to Missives and both pre and post completion matters.
* To progress the sale of the new homes to achieve conclusion of Missives, serving notice and legal completion within the requisite timeframes to achieve the weekly, monthly and quarterly targets stipulated by the Business Unit.
* To maintain a diary scheduler which will include comprehensive plot progression together with weekly reports on the progress of each new home.
* To maintain records of progress for the plot and part exchange transactions to allow for adequate forecasting reporting.

**The Person:**

* 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
* 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.