



**Senior Residential Conveyancer (Full-time, temporary maternity cover)  
(Solicitor or Legal Executive qualified)  
Based at our Nuneaton office  
Competitive salary plus benefits**

Alsters Kelley Solicitors is one of the largest legal practices in Warwickshire, with offices in Leamington Spa, Coventry, Nuneaton and Southam. We are an established and forward-thinking Firm offering interesting, challenging and rewarding career opportunities for suitably legally qualified, managerial and administrative staff.

An opportunity has arisen in our Nuneaton office for a Senior Residential Conveyancer in our Property Department, which is key in supporting the Firm to achieve its strategic objectives. As well as family matters, the Firm benefits from strong expertise in private client matters, medical negligence, personal injury, immigration, civil and commercial litigation, criminal and employment law, commercial property and residential conveyancing.

The successful candidate will oversee and carry out all aspects of residential conveyancing, building a strong team to ensure that work is carried out in an expeditious manner and meets the standards required by Lexcel. You will also develop business opportunities within the Property Department, working closely with the Head of Department and other team members.

Alsters Kelley's vision is to treat our staff and clients with respect, to be kind, helpful and excellent in offering and maintaining the highest levels of professionalism and service. We are LEXCEL accredited and a member of the Law Society CQS panel.

To apply, please provide a covering letter (including your salary expectations) and CV, highlighting relevant skills and experience. Please email your application to [alison.field@alsterskelley.com](mailto:alison.field@alsterskelley.com) or post to Alison Field, Human Resources Manager, Alsters Kelley Solicitors Ltd., Hamilton House, 20-22 Hamilton Terrace, Leamington Spa, Warwickshire, CV32 4LY.

**Please see job description below.**

Alsters Kelley Solicitors is an equal opportunities employer

## **ALSTERS KELLEY JOB DESCRIPTION**

**Job Title:** Senior Residential Conveyancer  
**Department:** Property  
**Location:** Nuneaton  
**Reporting to:** Head of Department

### **Job Purpose**

- Oversee and carry out all aspects of residential conveyancing including freehold and leasehold work, sales, purchases, remortgages, transfers of equity, right to buy, shared ownership, new plot purchases
- Develop business opportunities within the Property Department and build a strong team
- Work in accordance with the Office Manual and policies of the Firm

### **Key Responsibilities**

- Undertake residential conveyancing work on behalf of clients of the Firm
- Supervising and managing other Fee Earners within the Firm's structure and other staff as necessary
- Dealing with clients, intermediaries and HM Land Registry etc. both in person and over the telephone
- File management to the standards defined by the Firm
- Ensure budgets are met
- Pro-active business development of self and Firm
- Undertake any reasonable instructions given by management within the limits of this employment description

### **Skills and Experience**

- Minimum 5 years PQE in residential conveyancing
- Sound interpersonal and supervisory skills
- Business development skills
- Good organisation, managerial and administration skills
- Ability to be a team player
- A sound knowledge of conveyancing procedures, CQS Protocol and Anti-Money Laundering legislation
- Working knowledge of Microsoft Windows and Case Management Systems
- You may be required to work at the other offices of the Firm from time to time be as required by the management
- Driving licence and use of own vehicle essential
- To work outside strict office hours as necessary