

<b>Job Title:</b>	<b>Estate Conveyancer</b>
<b>Business:</b>	<b>TW East Anglia</b>
<b>Location:</b>	<b>Bury St Edmunds</b>
<b>Reports to:</b>	<b>Legal Manager</b>
<b>Direct Reports:</b>	
<b>Main Interfaces</b>	Legal Manager Sales Managers

#### **Overall Purpose**

- Responsible for the day to day running and timely achievement of plot sale transactions.
- Achieving department set performance targets for the dispatch of contracts exchanges and completions and assist the achievement of targets set by Business Units.
- Attending to all non routine matters and queries which arise either before during or following the sale of individual plots or the development
- Provide support to other members of the Legal Team.
- To comply with all professional standards and training requirements (where necessary)

#### **Key Activities**

- Issuing draft Contracts; compiling Sales documentation/Home Information Packs.
- Self-sufficient in generating correspondence and dealing with enquiries.
- Exchanging contracts, serving notice, calculating completion statements.
- Maintaining a diary scheduler.
- Plot progression.
- Achieving targets.
- Attending to pre-exchange, pre-completion and post completion matters.
- Photocopying.
- Computer imputing and report updating to include CASA.
- General Office duties.

#### **Key Competences**

- Residential conveyancing experience gained either in private practice or in house.
- A methodical and accurate approach to all tasks with close attention to detail.
- The ability to work as part of a team and to communicate clearly and effectively at all levels.
- Enthusiasm, flexible and show a willingness to learn.
- A pleasant outgoing personality and confident telephone manner.
- Competent computer skills, including Microsoft Word, Excel, Outlook and computer data base updating.

If you would like to be considered for this role then please send your CV to Lynda Turner at [Lynda.Turner@taylorwimpey.com](mailto:Lynda.Turner@taylorwimpey.com) by 19 February 2010.