

### **details**

Job title: Residential Conveyancer  
Salary: Competitive  
Hours: Full time (35 hrs per week)  
Location: Kirkham  
**Closing Date: FRIDAY 22<sup>nd</sup> OCTOBER 2021**

### **About us**

Based on Lancashire's Fylde Coast, and serving the entire Country, Coupe Bradbury believe that legal worries shouldn't be our clients worries. Our legal services cover business sales and purchases, commercial property, residential conveyancing, wills & probate, and family law.

We pride ourselves on the quality of advice we provide, on ensuring that we are in tune with the fast-moving legal environment, and on treating our clients with the utmost care.

We are an established law firm with a strong reputation for delivering a personalised, highly effective service. From our offices in Lytham St Annes and Kirkham we serve a range of individual and commercial clients, not just in the North West but across the UK.

### **Essential criteria:**

- Experience of dealing with residential sales, purchases, re-mortgages and transfers of equity
- Ability to manage a fee earners high case load
- Strong organisational skills with ability to juggle conflicting priorities
- Experience of Searches; registrations, Land Registry notifications and rectifications
- Understanding of deeds management – retrieval and return
- Strong client management skills
- Experience of working with spreadsheets and updating key information
- Ability to draft legal documents with awareness of due diligence

### **Desirable:**

- Ability to supervise and manage others within the team
- Up to date CQS training
- Local connections with estate agents

**Benefits:**

- Private healthcare
- 25 days holiday per year plus bank holidays
- Due to the nature of the role, we may be able to offer some remote working, please talk to us at the interview stage and we're happy to explore what options might be available

**Application process**

If you feel your background is a good match then we would love to hear from you. Please email your full CV and covering letter detailing how your experience meets the requirements along with your salary expectations by the close date to Irene Hallas, Practice Manager at [irene.hallas@coupe-bradbury.com](mailto:irene.hallas@coupe-bradbury.com)