



Job Description

Job title: Conveyancer

Department: Local Legal Services

Jurisdiction: Jersey

Purpose of the role

Handle all aspects of the conveyancing process, both residential and commercial, whilst building and maintaining productive working relationships with clients, intermediaries and colleagues.

Key Responsibilities

- Establish, build and maintain productive working relationships with clients and intermediaries through providing excellent service
- Act as a significant point of contact in the area of expertise both internally and externally.
- Be established and recognised by others within the field/specific area.
- Be able to deal with all aspects of conveyancing, including how to remedy boundary, title, transactional problems and issues.
- Work in conjunction with other team managers to identify procedures and standard documents needed by the team.
- Contribute to the management and development of the team in conjunction with senior management.
- Effectively contribute to the achievement of the agreed outputs / results for the relevant team within the determined quality standards.
- Ensure team members are aware of, utilise and comply with procedures and standard documents.
- Ensure effective management of time, effort and resources in order to generate maximum efficiencies.
- Ensure decisions are consistent with and support broader organisational goals, legislative requirements and organisational policies.
- Develop a culture of service excellence within the team and jurisdiction, ensuring that the highest quality of work is achieved consistently in all areas with strict adherence to deadlines
- Actively generate business from both new and existing clients, by effective internal and external business development activities and strive to develop the Ogier brand in the market place
- Develop and implement a personal business plan in conjunction with the Partners

Competencies

- More than 5 years' experience in Conveyancing
- Excellent interpersonal, relationship management and business development skills.
- Presents effective arguments to influence others and achieve negotiated solutions.

Recruitment Protocols

- Demonstrates commercial awareness and understands the impact of decisions and actions on the business.
- Excellent client management skills.
- Good all-round knowledge of French and Conveyancing terminology.
- Experienced in using the Online PRIDE system and Digimap System.

Contact

To apply for this role please send your CV to recruitment@ogier.com

Regulatory information can be found at ogier.com