

# AWDRY BAILEY & DOUGLAS

## S O L I C I T O R S

ABD legal Services Ltd

<b>Job Title:</b>	Conveyancer - Residential	<b>Job Category:</b>	Fee Earner
<b>Department/Group:</b>	Conveyancing	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Chippenham, Devizes, Marlborough or Swindon	<b>Travel Required:</b>	Yes, if required to other office locations
<b>Level/Salary Range:</b>	Competitive	<b>Position Type:</b>	Full or part time, permanent
<b>Line Management Responsibility for:</b>	N/A	<b>Date Posted:</b>	
<b>Date Posting Expires:</b>	Closing Date: N/A		
<b>Responsible to:</b>	All Partners		
<b>Specific Responsibility to:</b>	Head of Residential Conveyancing		

### Job Description

#### About Awdry, Bailey & Douglas:

Established in 1750, we are an award-winning firm having been presented in the past with the Law Society's Excellence Award for Innovation and two awards for excellent customer service.

From our offices in Devizes, Chippenham, Marlborough, Royal Wootton Bassett and our new office in Swindon, we serve clients in Wiltshire, Berkshire, Hampshire, Somerset, Gloucestershire, Bath, London, and throughout the UK. We provide a comprehensive range of first-class legal services for individuals, families, and businesses.

Our purpose is to provide excellent client service and exceed expectations by being dynamic, inspiring, and proactive; client service is at the heart of everything we do. We have a fantastic group of people who work hard, are dedicated and demonstrate great commitment so In return for aiming towards these standards we will back you, help you to improve and support you in being the best we can.

#### ROLE AND RESPONSIBILITIES

##### Job Purpose:

This role would help to continue our reputation as a superb Conveyancing team offering excellent client service. The successful candidate will have a can do, proactive and friendly approach.

##### Typical Activities:

###### Responsibility for: -

- Dealing with an interesting and varied range of Conveyancing work
- Building rapport with clients and with local estate agents
- Supporting excellent team spirit within the department
- Maintaining high professional standards.

**ESSENTIAL AND DESIRABLE SKILLS, EXPERIENCE AND QUALIFICATIONS**

**Essential:**

- Experience of various types of conveyancing client work
- To have the ability to remain calm, polite, and focused when dealing with different situations
- To have good communication skills both verbal and written
- A high level of attention to detail
- The ability to build relationships and work collaboratively with all employees
- The ability to make sound decisions, taking ownership when required.
- To present in a professional manner
- To be motivated and well organized
- To have good IT skills including Microsoft packages.

**ADDITIONAL NOTES**

This Job description is not intended to cover all aspects of the role. You may be required to complete other tasks that are in keeping with the general nature of the position.

Reviewed By:	LL	Date:	161220
Reviewed By:	AE	Date:	Jan 21
Last Updated By:	Name	Date/Time:	