Job Title: Experienced Case Worker– Commercial Conveyancing

Reporting to: Head of Department

Hours of work: Full-time position Monday to Friday (inclusive) 9.00am – 5.00pm with one hour for lunch

Salary: Dependent upon Experience

The Role

The successful candidate will have a caseload of commercial conveyancing cases of their own, as well as being responsible for assisting the Head of Department with his casework.

Key Skills Required for the Post

The successful candidate will have a minimum of 3 year' experience of Commercial Conveyancing in the following areas:

- Commercial Property Sales
- Commercial Property Purchases;
- Commercial Property Leases
- Commercial Transfers;

Experience of the following would be desirable, however full training will be given:

- Business Sales and Acquisitions;
- Residential Development - Sales and Purchases;
- Sales of Land, including land for development;
- Deed of Easements;
- Assignment of Equitable Interests;
- Trading / Partnership Agreements;
- Re-Financing;
- Guarantee and Loan Agreements;
- Partnership Trusts;
- Section 106 Agreements.

The candidate must be able to work with minimum supervision and will have an enthusiasm for commercial conveyancing work.

Person Specification

APPLICANTS PLEASE NOTE:

In order to be considered for short-listing for interview, the candidate will need to evidence on their written job application form that the following criteria has been met. A failure to do so will result in your application being rejected.

Essential Criteria
3 years' minimum experience of successfully and effectively handling own case load in commercial conveyancing matters
Have a proven track record of consistently achieving and maintaining financial, KPI and other Company targets set over a sustained period of time
Ability and enthusiasm to proactively supervise, mentor and train other members of the team
Be experienced in, and have a good understanding of, Microsoft packages including Excel, Power Point
A full UK driving license (or equivalent) is essential, as is a willingness to travel to client's homes/site visits within Lincolnshire and the surrounding borders.

Application Procedure

Applicants should submit their full CV detailing knowledge and experience of commercial conveyancing casework to mleary@hodgkinson.co.uk

Any applicants requiring further information in relation to the role and/or who wish to have an informal discussion about the role can contact Marie Leary, HR Director, on 01754 897 190.