



Completions Officer

£17,500

An exciting opportunity has arisen for a Completions Officer to join our Staircasing team. This role covers 8.30 – 17.00, Monday to Friday and is located at our head office based in Canterbury.

Direction Law is a firm proudly built on relationships. With a staff of over 180, and with over 45 years of experience, we are a niche firm offering a range of conveyancing and other legal services to private individuals, housing providers and business clients. Our expertise and increased market share allows us to continually expand our business to meet the demands of our work providers and clients, therefore we are looking for enthusiastic individuals to join our business, who wish to be part of our success.

Key Duties of the role:

- Preparing completion statement.
- Maintaining a diary of deadlines and expiry dates.
- Updating checklists and charts for internal and external use.
- Dealing directly with clients, housing associations and their solicitors, mortgage companies, brokers, the Land Registry and the Inland Revenue on the telephone and by email and post.
- Ensuring all necessary requirements/legal obligations are met throughout the transaction.
- Any other ad hoc tasks.
- Ensuring Firm policy and procedure is adhered to during the transaction.
- Participate in all training programmes initiated by the Line Managers.
- Report all issues of concern to the Head of Department or as they may direct.
- To adhere to policies and procedures of the Firm.
- To administer daily work within the restrictions of GDPR, Law Society Conveyancing Quality Scheme and Solicitors Regulation Authority.
- To undertake additional tasks as deemed reasonable to meet the needs of the team in the delivery of excellent client service.

Requirements:

- Experience with a conveyancing environment is required, either from a Paralegal level or experienced secretary level.
- Knowledge of the conveyancing process.
- Team player.
- Excellent communication skills.
- Ability to prioritise workload under pressure.

We are a hard working team with a 'can do' approach to getting our work done, therefore we welcome applications from likeminded people. If you are interested in this position and would like to be considered, please send your CV with covering email.

If you are interested in this position and would like to be considered, please send your CV with covering email to recruitment@directionlaw.co.uk.

You must be eligible to work in the UK.

No agencies, thank you.