

# COMPLETIONS ASSISTANT

## The Company

We are a commercially minded, dynamic and entrepreneurial business maintaining the highest level of integrity in all our working relationships. We pride ourselves on service excellence, offering legal expertise and friendly assistance for clients and referrers looking for advice.

The Partnership is one of the first *Alternative Business Structures* (ABS) offering transparent, innovative and reliable conveyancing services. We are regulated by the Council of Licensed Conveyancers and are one of the very few ABS's to employ qualified solicitors who are individually regulated by the Solicitors Regulation Authority.

We are enjoying huge growth driven by our talented employees; who are passionate and willing to go that extra mile to give fantastic service. The ideal individual will want to be part of our success, want to make a difference by bringing exciting ideas and who aspire to develop themselves.

The common thread amongst all Partnership staff is a commitment to exceed client expectations and ensure that we continue to provide the best service on the market.

## The Role

As we continue to grow our business, it is vital that we ensure our clients are happy all the way to completion. That's why we are one of the only law firms that have a Completions team who are responsible for handling all aspects of the deal after exchange up to completion. This means dealing with clients, lenders and other lawyers, to make sure everything is ready for moving day.

Once Completion has taken place the Post-Completion requirements will need to be carried out. This involves working with Land Registry, mortgage lenders, management companies and also ensuring that the clients receive all their documents at the end of the process. The responsibility to ensure that the correct retentions are kept and that CML guidelines are met is key to ensure the company's ability to continue to work with mortgage lenders, so is vital to the running of the organisation.

The role requires a minimum of one year's experience in the conveyancing sector and an understanding of the SDLT submission process and dealing with mortgage lenders would be extremely advantageous. It's a very fast paced role within a young and enthusiastic team.

## What we are looking from you

- Cheerful and friendly disposition at all times
- Someone who can work as part of a team
- Strong attention to detail is imperative with great organisation skills
- Able to work under pressure and consistently hit deadlines
- Ability to think "out of the box"; we want people who look to improve the way things can be done
- Excellent communication skills and confident with IT systems

*Progression: We won't stop you from being ambitious or wanting to develop yourself, in fact we encourage it. If you want to advance your career, The Partnership can help you develop.*

## Benefits

- Private health benefit
- Childcare vouchers
- 23 days' holiday per annum (plus 3 days leave between Christmas and New Year)
- Social events arranged quarterly
- Free fruit, fizzy drinks, biscuits, orange juice and chocolate!