Head of Conveyancing

- Cardiff (with ample opportunity for Hybrid working)
- Permanent, Full Time
- Competitive Salary Depending on Experience

Aspire Recruitment Services are excited to be working in collaboration with a boutique Law firm, offering expertise within every aspect of conveyancing. The Firms' founders have a strong and reputable career history which spans several areas of the legal spectrum, benefitting from a healthy client base of panel referrals. Having launched at the end of 2020, their pipeline is consistently strong and assured. They have received an exceptional reception in the market with nothing but 5* reviews attributed to their name.

Due to rapid growth, they have an immediate need for a Head of Conveyancing who will join within the firm's infancy and playing a pivotal role in their continued and inevitable success. This is a unique opportunity to join a tenacious team with ambitious growth plans. With a hands-on, fully experienced Legal Director and the support of a small yet perfectly formed team of Legal professionals, this is a business who truly values the contribution of each and every colleague.

Responsibilities:

- Managing the day-to-day responsibilities of the Conveyancing team, providing professional support and expertise to maximise output.
- Train and mentor every member of the department to ensure their continuous professional development.
- Identify opportunities for additional training and development, implementing a skills matrix to target and track colleague performance.
- Manage a caseload of conveyancing transactions, including freehold, leasehold, newbuild, remortgages and transfer of equity.
- Develop relationships with Agents, identifying opportunities for new business and negotiating terms with Introducers.

Skills, Experience & Qualifications:

- An experienced Residential Conveyancer, accustomed to managing freehold, leasehold, newbuild, remortgaging and transfer of equity transactions.
- An experienced team leader, passionate about inspiring and motivating others.
- Committed to training and development, able to impart your skills and expertise to less experienced members of the team.
- A skilled business, operations and change manager, able to review and improve upon policies and processes.
- A strong communicator, able to convey expectations and manage deliverables.
- Committed to business growth and invested in the development of the firm.

Aspire Recruitment Services Limited is acting as an Employment Agency in respect to this vacancy.

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