



Vacancy: Residential Conveyancer – Full Time

This is a great opportunity to join the team at our award-winning legal practice in Loughborough.

Moss Solicitors is a long-established firm with a modern outlook and a client focussed approach. We recognise the need for individuals and businesses to have access to effective and straight-forward advice. This is reflected in our success on three separate occasions in the Leicestershire Law Society Law annual awards and our consistently high client satisfaction ratings.

We have a team of nearly 20 lawyers based in five departments – Residential Conveyancing/Company & Commercial Property/Wills & Probate/Family/Dispute Resolution & Employment.

Generally, we look to recruit candidates who are keen to develop their knowledge and skills, provide excellent client care and have a good work-life balance.

In line with this approach, the vacancy for a Conveyancer offers the following opportunities:

- to join our busy Residential Conveyancing department dealing with sales, purchases, re-mortgages and transfers of equity as well as shared ownership, leasehold, new build and unregistered land.
- to work alongside four Conveyancers supported by a great team of secretaries.
- to enjoy the possibility of hybrid working (after an initial probation period);
- to develop your career in a supportive environment.
- to be based in an office right in the heart of the town centre.

Hours: Full time: Monday to Friday - 9am to 5pm (35 hours per week).

Contract: Permanent

Start Date: As soon as possible

Salary: £25,000 - £34,000 - dependent on experience

Qualifications: Licensed Conveyancer or Legal Executive preferred.

Experience: Minimum of 2 year handling a residential conveyancing caseload.

Skills required: The successful candidate will have the initiative to work independently, excellent file management skills and the ability to work efficiently under pressure. They will have first-rate communication and interpersonal skills and be able to build relationships with existing and potential new clients and referrers.

They will be familiar with the Law Society Conveyancing Protocol and the procedures and forms associated with the protocol.

They will be computer literate with a good working knowledge of Microsoft Office and Outlook as well as experience using case management systems.

Application: Please send CV to Joanna Willars at j.willars@moss-solicitors.co.uk