

MILNE MOSER

SOLICITORS

ROLE DESCRIPTION

PROPERTY LAWYER / CONVEYANCER

Knowledge base

- ✓ Good grasp of Land Law
- ✓ Knowledge of Landlord and Tenant Law
- ✓ Freehold and Leasehold sales and purchases
- ✓ Remortgages
- ✓ Transfers of Equity
- ✓ Conveyancing Quality Scheme

Communication skills

- ✓ Good interpersonal skills with both clients and co-workers
- ✓ Team player with the ability to work alone and with the minimum of supervision
- ✓ Ability to network
- ✓ Smart and presentable at all times

Practical skills

- ✓ IT competent – familiar with digital dictation and voice recognition document production
- ✓ Ability to prepare and present reports
- ✓ Effective time management with the ability to work to and achieve targets
- ✓ Ability to deliver excellent standards of client care

Motivation and aspirations

- ✓ Drive and determination
- ✓ Desire to provide Gold Standard client care whilst achieving financial targets
- ✓ Interest in business development
- ✓ Desire to grow and develop client base with the energy and time commitment this will require
- ✓ Ability to recognise opportunities and cross-sell