

## **Conveyancing Supervisor**

Lisa's Law is a forward-thinking law firm. We respect contributions made by each member of the team. Career development is of paramount importance to us. We endeavour to create a relaxing and friendly work environment and provide every opportunity for colleagues to learn, develop and lead.

We are currently seeking a dynamic and motivated Conveyancing Supervisor with a passion to lead a busy conveyancing department and play a pivotal role in our continued success. Potential candidates will have experience and extensive knowledge of residential and commercial conveyancing transactions. They would be of a commercial mind-set with excellent communication skills. Possess the ability to provide a high level of client care and the skills to inspire and lead a department.

### **Responsibilities include but are not limited to:**

**Leadership:** Inspire, lead, and oversee a department of conveyancing professionals, fostering a collaborative and high-performance work environment.

**Client Service:** Ensure the delivery of high-quality legal services to our clients.

**Quality Assurance:** Develop team leaders to ensure high standards of quality monitoring and compliance in all conveyancing transactions, adhering to legal regulations and best practices.

**Compliance:** Maintain our CQS accreditation and membership on lender platforms and panels. Maintain and develop internal policies and procedures to ensure compliance with SRA guidance and the Conveyancing protocol.

**Performance Management:** Provide senior management with regular performance reports and analyse data to identify areas for improvement and optimise strategies accordingly.

**Business Development:** Build and maintain strong working relationships with clients, estate agents, and other stakeholders. Work with the marketing department to increase the department profile by sharing valuable insights and expertise.

**Technology:** Identify and implement technology solutions that enhance the efficiency and transparency of the conveyancing processes.

### **The ideal candidate will have the following attributes:**

- Qualified Solicitor with at least 5 years PQE experience in conveyancing
- Possess at least 3-years' experience supervising a conveyancing team.
- Mandarin speaking preferred but not essential.
- In-depth knowledge of property law and conveyancing procedures.
- Strong communication and interpersonal skills.
- Client-focused with a commitment to delivering exceptional service.
- Ability to work under pressure and deliver targets.
- Exceptional organisational and time-management skills, with the ability to prioritise and manage multiple tasks.

Salary between £100,000 and £110,000, dependent on experience.

**Job Type:** Full-time

**Pay:** £100,000.00-£110,000.00 per year

**Additional pay:**

Bonus scheme

**Benefits:**

- Company pension
- Employee discount
- Life insurance
- Private medical insurance

**Schedule:**

Monday to Friday 09:30-18:00

**Ability to commute/relocate:**

London: reliably commute or plan to relocate before starting work (required)

**Experience:**

PQE conveyancing: 5 years (required)

Supervisory: 3 years (required)

To apply email CV and Cover letter to Anne Dalipe, Practice Manager [a.dalipe@lislalaw.co.uk](mailto:a.dalipe@lislalaw.co.uk)