



Cygnet Law

Role Description

This is a full-time, on-site role located in Redcar for a Conveyancing Solicitor/Executive. The Conveyancing Solicitor/Executive will be responsible for managing a caseload of conveyancing transactions from initiation to completion. Daily tasks include conducting title searches, drafting and reviewing contracts, liaising with clients and other legal professionals, and ensuring compliance with legal, regulatory, and financial requirements. The role involves providing expert advice on property law and maintaining accurate and up-to-date records.

Qualifications

- Proficient in Residential Conveyancing
- A minimum of three years conveyancing experience
- Excellent client care skills
- Solid understanding of conveyancing transactions
- Manage the workload effectively and efficiently.
- To increase matter lists to a full case load.
- Strong legal research, drafting, and analytical skills
- Excellent client management and communication abilities
- Build business relationships and participate in networking events to generate new work
- Ability to work independently and as part of a team

Benefits:

- Healthcare scheme (on completion of probation period)
- Generous holiday entitlement plus time off at Christmas
- Pension Scheme
- Discounted legal fees (on completion of probation period)

- Long service awards
- Career development and performance reviews
- Technical and personal skills training
- Community and fundraising events

To apply, please send your CV to JDawson@cygnetlaw.co.uk