

Job Title	Post Completions Assistant	
Department	Conveyancing	
Location	Sheffield	
Level / Salary range	£15,000.00 - £19,000.00	
Position Type	Full time / Part time considered	
Date Posted	17 th April 2019	
Posting expires	1 st May 2019	
HR contact	Emma Briault	
Training provided	Yes	
Applications Accepted By:		
Email: emma.briault@graysons.co.uk	Mail: Graysons Solicitors, Courtwood House, Silver Street Head, Sheffield, S1 2DD	
Job Description		
<p>1. Desired Qualifications, Skills and Experience</p> <p>1.1 High word processing and audio typing skills.</p> <p>1.2 Competence in relation to office procedures and the firm's technology.</p> <p>1.3 Procedural knowledge of basic conveyancing transactions.</p> <p>2. Role</p> <p>To provide direct support to the Conveyancing Department to enable the fee earning staff to operate at optimum efficiency. This will include but will not be limited to the main responsibilities given below. The post completions administration assistant is expected to use a high degree of self-management and initiative.</p> <p>3. Main Responsibilities</p> <p>3.1 To prepare and send registrations to the Land Registry ensuring that any special requirements are dealt with correctly.</p> <p>3.2 To diarise all priority periods and ensure registrations are submitted within them in a timely manner. If a registration cannot be submitted or re-submitted for any reason, to ensure the OS1/OS2 searches are re-done and priority retained until the registration is submitted.</p> <p>3.3 To deal with any requisitions raised by the Land Registry with assistance where needed.</p> <p>3.4 To quality check completed registrations before final fee earner approval.</p> <p>3.5 To check the lender's requirements and then send a copy of the registration (TID) and any other required documents to the lender and a copy of the TID and the remaining documentation to the client once registration is complete.</p> <p>3.6 To diarise any retentions and deal with the retained monies in the appropriate manner, with assistance if needed.</p> <p>3.7 To check the files all have a nil balance pre-closure and if not to deal with any balances on the system.</p>		

- 3.8 To prepare all completed conveyancing files for closure and then close the same and send the files for archiving.
- 3.9 To assist with file opening when required to cover this post during absence, holiday or busy periods as and when required.
- 3.10 To assist with the Conveyancing administration post when required to cover this post during absence, holiday or busy periods as and when required.

4. General responsibilities

- 4.1 To undertake any specific training when required to do so and overall to have a responsibility towards self-development.
- 4.2 To ensure the confidentiality of all the firm's and client's documentation and information.
- 4.3 To be familiar with and comply with the requirements of the Office manual and Quality standards procedures.

5. Additional Duties

- 5.1 To undertake any duties reasonably requested by the Divisional Partner within personal capability and where reasonable and practicable to provide cover for other secretarial staff in the event of need arising.