



CONVEYANCING ASSISTANT

WHN Solicitors is a well-established law firm, with offices across Lancashire and Greater Manchester. We have a reputation for delivering high-quality conveyancing services and we pride ourselves on our client-focused approach and commitment to excellence. Due to continued growth, we are seeking a motivated and detail-oriented Conveyancing Assistant to join our dynamic team.



WOODCOCKS
HAWORTH
& NUTTALL

JOB DESCRIPTION

At WHN Solicitors, we believe that our people are the core of our success. We pride ourselves on providing exceptional legal services with a human touch. Over the past five years, we have developed this culture and grown with 110 colleagues across nine locations. We have been nationally recognised as leaders of our field in Legal 500 and Chambers & Partners.

As a Conveyancing Assistant, you will provide vital support to our conveyancers in managing residential conveyancing transactions from instruction to completion. This is an excellent opportunity for someone with at least 1 year of conveyancing experience who is looking to further develop their skills in a supportive and professional environment.



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www.whnsolicitors.co.uk

PRINCIPAL RESPONSIBILITIES

- Assisting conveyancers in managing a caseload of residential conveyancing transactions
- Preparing legal documents, including contracts, transfer deeds, and mortgage reports
- Conducting property searches and reviewing the results
- Liaising with clients, solicitors, estate agents, and mortgage lenders
- Managing the exchange and completion process, including preparing completion statements
- Keeping clients updated throughout the process, ensuring a high level of customer service
- Maintaining and updating case management systems

REQUIREMENTS

- Minimum of 1 year of experience in conveyancing (essential)
- Understanding of the conveyancing process from start to finish
- Excellent communication and organisational skills
- Strong attention to detail and the ability to manage multiple tasks simultaneously
- Proficient in Microsoft Office and conveyancing software
- Ability to work as part of a team, as well as independently
- A positive attitude and a willingness to learn and develop

WHAT WE OFFER

- Competitive salary and benefits package
- Supportive and collaborative work environment
- Opportunities for career progression and professional development
- Flexible working options available



HOW TO APPLY

If you are a proactive individual with a passion for conveyancing and are looking to join a friendly and supportive team, we would love to hear from you.

Please send your CV to jobs@whnsolicitors.co.uk

We welcome applications from all backgrounds and are committed to creating a diverse and inclusive workplace.

Note: All applications will be treated with the strictest confidence.