

<b>Role title</b>	Trainee Conveyancer
<b>Role purpose</b>	The primary role of the Trainee Conveyancer is to provide assistance to the Senior Conveyancers and members of the Jersey Property group.
<b>Reporting structure</b>	Reports to Senior Conveyancers and lawyers within the Jersey Property group
<b>Principal duties</b>	<p>Under the instruction of the conveyancers:</p> <p><b>Before Contract</b></p> <ul style="list-style-type: none"><li>• Reviewing and researching title at the Jersey Public Registry</li><li>• Carrying out property searches with the Judicial Greffier and other government departments</li><li>• Attending site visits</li><li>• Liaising with clients, agents and conveyancers from other firms</li></ul> <p><b>Completion</b></p> <ul style="list-style-type: none"><li>• Drafting transaction documentation and correspondence</li><li>• Attending court where required</li></ul> <p><b>General Duties</b></p> <ul style="list-style-type: none"><li>• Ad hoc activities as may be required by the Jersey Property group</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Excellent academics at minimum A level (or equivalent) standard</li><li>• Strong written and verbal communication skills</li><li>• A working knowledge of Microsoft Word and Excel along with general systems literacy</li></ul>
<b>Personal characteristics</b>	<ul style="list-style-type: none"><li>• The ability to communicate with people at all levels</li><li>• Excellent attention to detail and accuracy</li><li>• Flexibility and can-do attitude to work</li><li>• Team orientated</li><li>• The ability to work under pressure, often with tight deadlines</li><li>• The ability to preserve a high degree of confidentiality</li><li>• A common sense and practical approach to the tasks required</li></ul>