



attwells^{LLP}
Solicitors

Job Title:	Conveyancer
Location:	Ipswich
Salary:	£22,000-£35,000 depending upon experience
Hours:	9.00am - 5.00pm Monday to Friday
Other benefits:	Participation in discretionary firm bonus schemes Interest Free Travel Loans Long service benefits after 4 years of employment
Holiday:	25 days per annum
Pension:	Auto enrolment on to our pension scheme

Who are Attwells?

With its head office in Ipswich Attwells Solicitors is the leading property firm in East Anglia with a boutique London office. Committed to helping its people get ahead Attwells' lawyers are positive and enjoy strong personal relationships with their clients.

Working at Attwells is about the "4Ps":

Personal – Caring for our clients and one another
Professional – Always acting with trust and integrity
Progressive – Growing and improving for our clients and ourselves
Positive and being a "can-do" team player.

Attwells believes in rewarding long service and therefore all employees who have been with Attwells for over 4 years are entitled to the following:

- Free parking contribution to travel
- Private medical cover
- Private health insurance
- Income protection

The Role

The applicant would be expected to manage a varied residential conveyancing caseload from start to finish and have good IT skills to be able to use Attwells' case management system. This will include conducting matters on behalf of clients and supervising/training more junior colleagues.

A good knowledge of property law and the residential conveyancing process is essential.

Essential Skills

- Strong IT skills
- Proven client care/customer service record
- Strong academic background
- Strong communication skills
- Strong organisation skills

Competencies

- Positive outlook
- Team player
- Professional
- Personable
- Caring
- Capable of demonstrating self-improvement
- Ambitious

To apply please send your CV, Covering Letter setting out why you would like to 'work at Attwells' and Equal Opportunities Monitoring Form (which can be found on our website) to emma.matthews@attwells.com