

JOB DESCRIPTION

CONVEYANCER

Location: Central London

Travel Required: Travel Required based on client needs

Salary Range: £25,000 - £40,000

Hours: Full time (37.5 hrs P/W)

Remote/Office Based: Office based, work from home on Wednesdays

Benefits: Discretionary bonus, workplace pension, medical and dental cover

THE JOB

An experienced professional specialises in handling property transactions, including the buying, selling, and transferring of both residential and commercial properties. Reporting to the Head of Property, they are responsible for providing efficient and accurate legal advice to clients throughout the conveyancing process. The Conveyancer manages client relationships, ensures compliance with property laws, and oversees all stages of the transaction, from contract drafting to completion. They work closely with other departments to deliver a seamless service and contribute to the firm's growth by maintaining and expanding the client base.

THE BUSINESS

Ali Legal Ltd is a forward-thinking commercial law firm based in the heart of London. We specialise in three key practice areas: corporate/commercial, property, and litigation.

Our corporate/commercial team works on a wide range of corporate and transactional agreements, partnering with businesses of all sizes to drive growth and success.

With a diverse client base spanning multiple industries, we're proud to be trusted by leaders in their fields.

The property department provides expert advice and services in both commercial and residential sectors. As a member of several bank panels, we offer comprehensive conveyancing services and regularly handle complex property transactions across London, including commercial leases, developments, enfranchisement, and more.

Our litigation team takes on high-stakes cases, often representing clients in the High Court and beyond. We're known for our ability to tackle challenging disputes head-on.

At Ali Legal, we're all about people, excellence, and professionalism. We're committed to delivering results that matter—whether that's sealing a deal or resolving a dispute.

We deliberately keep our team small but mighty to ensure that both our clients and our people experience a close-knit, personalised service. We believe that's what makes us different.



REQUIREMENTS

Experience: At least 2 years of experience in residential and/or commercial conveyancing, with a solid understanding of the property market.

Client Management: Strong ability to manage client relationships, ensuring clear communication and high levels of service.

Attention to Detail: High level of accuracy and attention to detail, especially when preparing contracts and handling legal documents.

Organisation: Excellent organisational skills, with the ability to manage multiple transactions simultaneously and meet tight deadlines.

Knowledge of Property Law: A comprehensive understanding of conveyancing procedures, property law, and relevant regulations.

Communication: Strong written and verbal communication skills, able to explain complex legal concepts to clients in an accessible way.

Technology: Proficiency with property management systems, case management software, and MS Office Suite.

Teamwork: Ability to work effectively as part of a team and collaborate with other departments when necessary.

Location: Based in London.

4 days in London Office

1 day work from home on Wednesday

Full Time

APPLICATION PROCEDURE

Ready to join the squad? Send us your CV and a cover letter telling us why you're the perfect fit for this role direct to our MD at akbar@alilegal.co.uk. Don't wait too long—applications are due by January 31st!

Please note this is a full time role whereby you will be directly employed by Ali Legal Ltd with the expectation of full time dedication. Please DO NOT apply if you:

- are seeking a consultancy opportunity (all team members are direct employees only)
- are a recruitment agency
- offer outsourcing services.

