

Job Description

Role: **Fee earner**

Department: **Residential conveyancing**

Overview

We are looking for a fee earner to join our expanding residential conveyancing department, based in Newcastle, managing a pipeline of residential property transactions.

Roles & responsibilities

The successful candidate's duties will include (but are not limited to):

- Manage and complete a caseload of sales, purchases and remortgages
- Liaise with existing referral partners and nurture new and existing relationships

Candidate requirements & attributes

- Minimum of 2 years' experience in managing and completing all aspects of a residential conveyancing pipeline from verifying client ID, drafting contracts, dealing with enquiries raised, approving contracts and raising relevant enquiries, reporting to clients on title, searches and mortgage and bringing a file to conclusion.
- IT literate in MS Office
- Experience in working with a case management system, Land Registry Portal, Help to Buy ISA, LMS and Lender exchange portals
- Strong organizational skills and ability to prioritize
- Ability to work precisely and effectively under pressure
- Excellent client care skills and attention to detail
- Ability to work as part of a busy team
- Team player with a positive, enthusiastic, conscientious and pro-active approach
- Ability to cope with conflicting demands and meet deadlines
- Communicates effectively at all levels, both verbally and written.
- Ability to demonstrate behaviour in keeping with the firm's core values.

Salary

A competitive salary will be offered plus discretionary bonus scheme

Hours

Monday to Friday 9am until 5pm with 1 hour unpaid lunch.

About True

Recognised by the Legal 500 and with nearly 30 years' experience, we are regarded as one of the top specialised Law Firms in the UK & we are delighted to be ranked once again in the **2025 UK Edition for Personal Injury and Clinical Negligence**.

We're also a dedicated law firm for Headway (The Brain Injury Association).

Across our two offices (Newcastle & Birmingham) our experienced solicitors and their talented teams focus on obtaining compensation for clients who have suffered as a result of a personal injury, clinical negligence, credit hire or housing disrepair. We also have our dedicated residential conveyancing team accredited by the Law Society, helping those buying, selling or re-mortgaging their homes, and a fantastic strategic support network comprising HR, Marketing & Business Development, Finance and Compliance.

We pride ourselves on delivering expert, professional, and trustworthy support to our clients, which has been reflected in our Trustpilot Reviews - We're delighted to be rated 'Excellent' by our clients. Maintaining this service is incredibly important to us.

True perks

We're proud to offer our employees:

- Performance Based **Bonus Scheme**
- **Hybrid working** (office & home working) if eligible.
- **23 days holiday, plus Bank Holidays** per annum increasing to 26 days. Additional holiday for 5 years service.
- **Holiday purchase scheme** (You can buy up to 1 week's annual leave).
 - **Attendance bonus.**
 - **Death in service** following 1 years' service.
 - Auto-enrolment **company pension.**
 - **Employee assistance programme** 24-hour helpline.
- **Travel to work schemes;** Bike to work scheme, public transport pass scheme.
 - Annual flu jab and eyecare scheme.

To apply, email your CV and covering letter: HR@true.co.uk

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