

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.

Role & Responsibilities

The successful candidate will be required to:

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

Candidate Requirements

- 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

Candidate Attributes

- 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.

About TRUE

Recognised in its fields by the Legal 500 and with over 25 years' experience, we are regarded as one of **the top specialised Law Firms in the UK**. We are CQS accredited.

We have a dedicated residential conveyancing team helping those buying, selling or re-mortgaging their homes, and a fantastic strategic support network comprising HR, Marketing & Business Development, Finance and Compliance. We're also delighted to share that we are rated 'Excellent' on Trustpilot by our clients.

TRUE Perks

We're proud to offer our employees:

- Performance based **Bonus Scheme**
- **Hybrid working** (office & home working)
- **23 days holiday, plus Bank Holidays** per annum. Holiday allowance increases yearly up to 25 days.
- **Holiday Purchase Scheme** (You can buy up to 1 week's annual leave).
- **Death in Service** following 1 years' service.
- Auto-enrolment **Company Pension**
- **Travel to work schemes**; Bike to Work Scheme, Public Transport Pass Scheme.

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

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