

Fee Earner – Remortgage Conveyancer



Location:

Burdsall House, Derby Conference Centre,
London Road, Alvaston, Derby, DE24 8UX

Full-time – 37 hours per week

Job Profile

We are a forward thinking Conveyancing firm who are looking for an experienced Fee Earner to complement our busy Remortgage team.

The successful applicant will be working within a fast paced and progressive environment and be a part of a small friendly team, advising on all aspects of the conveyancing process with the aid of a case management system. You will be responsible from instruction through to completion including dealing with Freehold, Leasehold and unregistered Remortgages.

You should be personable and dynamic with a desire to learn and develop within property. In return we provide ongoing support and offer training and development to ensure individual's reach their optimum potential.

Role Overview

- » Responsible for management of own case load, including file reviews
- » Deal with all stages of Remortgage files (title approvals, search results, mortgage offers and conditions)
- » Sign off Remortgage files and completions
- » Ensures compliance with all regulatory and SLA requirements
- » Deliver exceptional Customer Service
- » Assists Team Leader in managing overall Team capacity, reporting and MI requirements.

Position Requirements

- » You will be an experienced Remortgage conveyancer (a minimum of 1 year)
- » Thorough knowledge and understanding of the CLC Code of Conduct and any other governing/regulatory body's rules and regulations, e.g. SRA and Land Registry.
- » Able to handle your own caseload with good IT skills and experience using a case management system
- » High attention to detail and able to prioritise
- » Work well under pressure within a fast paced environment
- » Team player
- » Excellent communication skills.

Highly Desirable

- » 2+ years' experience or greater.

Package

- » Salary £18,000 - £23,000 per annum (depending on experience and qualifications)
- » 20 days annual leave with long service accrual + birthday holiday + bank holidays
- » Company Pension
- » Salary sacrifice gym membership, child voucher, ride-to-work scheme
- » Discounted Conveyancing for friends and family
- » Career progression
- » Car leasing
- » Free parking.

Note: Only successful applicants will be contacted.
