

Conveyancing Fee Earner - Job Specification

Job title:	Conveyancing Solicitor/FCILEx/Licensed Conveyancer
Reporting to:	Head of Residential Property
Hours per week:	Full time, Permanent
Location:	Christchurch

Frettens is looking for an experienced Residential Property Solicitor/FCILEx/CLC to join their team in Christchurch.

Core values - what we look for in all Frettens staff:

Someone who:

- Is IT literate and confident in learning new processes
- Is consistently friendly, and approachable with a can do attitude
- Doesn't use jargon with clients
- Co-operates with colleagues from all teams and at all levels
- Enjoys working as part of a team, helping and supporting others
- Has the ability to work calmly, even under pressure
- Takes personal pride in their work
- Nurturing & supportive approach to relevant team members reporting to them
- Take ownership and responsibility for issues
- Maintains client contact appropriately

Essential qualities

We welcome applications from people with the following essential skills, attributes and experience:

- Excellent organisational skills
- Marketing and networking skills
- Ability to convey information accurately and articulately, both verbally and in writing
- Ability to work closely with and supervise a paralegal
- Ability to convey information accurately and articulately, both verbally and in writing
- Can communicate effectively at all levels
- Ability to motivate yourself to meet / exceed targets
- Able to work independently and manage a caseload
- Ability to structure own workload, making best use of resources and time
- Ability to oversee team members work and deal with issues as they arise
- Returns client calls
- Able to meet new clients and win new business

Desirable talents

The following abilities would also be desirable:

- A qualified solicitor/ FCILEx / CLC
- Anticipates client's future needs, sees opportunities for other teams and makes suitable introductions
- Aims to sell Frettens on service and values (rather than price alone) and follow up on viable enquiries

Salary and Benefits

Salary is negotiable dependent on your experience.

