

Residential Property Fee Earner

This is a fantastic opportunity for a fee earner to join a passionate and well-established residential conveyancing team. The role requires someone who is used to the pace associated with working in a residential conveyancing department and having their own full workload. The ideal candidate will need to have excellent IT skills and work well as part of a team; working closely with our supportive fee earners and our excellent administrative/secretarial support team.

Salary – market rate dependent upon experience.

Key information

- Full time or part-time considered, permanent role.
- Monday to Friday. If working on a part-time basis, days can be agreed.
- You would generally be working in person at our offices on Sansome Walk, Worcester.

What would I be doing day-to-day?

- Ensure compliance with all relevant laws and regulations throughout the conveyancing process.
- Independent management of a full Residential Conveyancing caseload with administration/ secretary support however ideally candidate will be able to manage their own correspondence and be self sufficient without reliance on administrative support.

What makes SME Solicitors different?

SME Solicitors is a well-established law firm located in the centre of Worcester, with a history dating back to 1840. The firm combines traditional values with modern practices to provide a personal and proactive service to our clients – many of whom have been with us for generations. SME Solicitors is proud to be an independent high street firm that is able to provide a full suite of legal services to Worcestershire's individuals, families and businesses alike.

We strive to make our firm a friendly, flexible and supportive place to work. That's why we have a range of benefits that our members of staff can take advantage of. Some of these include:

- Working within a flexible and supportive environment.
- Wellbeing provision with Mental Health and Emergency First Aiders on site.
- Free parking on the premises, including at weekends.
- A well-stocked staff kitchen and access to our cold water machine in reception.
- Pension provision with auto enrolment.
- Flexible parental leave arrangements.
- Holiday entitlement including statutory holiday, birthday as holiday, Christmas Eve and three days between Boxing Day and New Year's Day.
- One paid day for charity work each year.
- Long service recognition.
- Pay day breakfast, staff socials and invitations to networking events.
- Christmas festivities and other seasonal events.
- Discounts on Wills and Lasting Powers of Attorney and Residential Conveyancing of a primary residence.
- Sight tests and contribution towards the cost of glasses.
- Professional development coaching, including webinars and CPD training.
- Opportunities for career development including apprenticeships.
- Commitment to charitable initiatives supporting multiple local charities.
- Annual Practising Certificate if required
- Work-provided mobile phone and laptop

What experience would help me to thrive at SME?

You would need...

- Proven experience as a Residential Conveyancer or similar role within a law firm or conveyancing practice
- Strong knowledge of property law and conveyancing procedures in the UK

- Excellent communication skills with the ability to build rapport with clients and stakeholders
- Attention to detail and strong organisational skills to manage multiple cases simultaneously
- Proficient in negotiating terms and conditions effectively
- Excellent IT skills and the ability to handle your own matters, prioritising them and managing a full case load
- An excellent team member with strong communication skills

Ideally, you would also benefit from having...

- Wider property experience including, for example, agricultural property or development work would be an advantage but is certainly not necessary.

Who would I be working with?

Our Residential Property team is well-regarded across Worcestershire and facilitated over 300 house moves in 2024.

There are truly some fantastic members of our growing team. For example, Liz Stirk (Head of Residential Property) was nominated as the Worcestershire Law Society's Legal Executive of the Year 2024. Recently we have taken on new fee earning and support staff to enhance the level of service that we can provide to our clients. Many of our team members are also undertaking qualifications ranging from Paralegal courses to CILEX.

Our Residential Property team is driven and enthusiastic, with an often busy but fulfilling workload that is shared amongst its members. The team prides itself on being collaborative, providing support for one another and being able to answer questions on any of the many matters that they are handling.

There's more to learn about our team on our website, at
www.smesolicitors.co.uk/our-people

What are some of the things we would discuss during an interview?

- Your previous experience in employment and how it would help you in this role.

- Your professional experience, accomplishments, training and client interactions.
- Your ability to cope with a full workload and demanding situations.
- Any other areas of interest within the job, as well as your goals going forward.