



## **Fee Earner**

**£: Competitive**

An exciting opportunity has arisen for a Fee Earner to join our Birmingham office. This role will cover 37.5 hours per week, 8.30 - 17.00, Monday to Friday inclusive of an hour lunch break.

As Fee Earner, you will ensure the team consistently delivers a high standard of work to meet the needs of our client and work providers within agreed timescales. You will provide procedural and legal guidance to case officers and administration assistants.

Direction Law is a firm proudly built on relationships. With a staff of over 180, and with over 45 years' experience in providing a range of conveyancing and other legal services to private individuals, housing providers and business clients, our expertise and increased market share allow us to continually expand our business to meet the demands of our work providers and clients. We are therefore looking for enthusiastic individuals to join our business, who wish to be part of our success.

### **Key Duties of the Role:**

- Dealing directly with clients, developers, Housing Associations and their solicitors, estate agencies, mortgage companies and brokers on the telephone and by email.
- Reporting to clients on important documentation.
- Dealing with legal enquiries from clients and other associated third parties.
- Ensuring all necessary requirements/legal obligations are met throughout the transaction.
- Attending occasional marketing open days and events if required.
- Participate in all training programmes initiated by the Line Managers.
- Report all issues of concern to the Head of Department or as they may direct.
- To adhere to policies and procedures of the Firm at all times.
- To administer daily work within the restrictions of GDPR, Law Society, Conveyancing Quality Scheme and Solicitors Regulation Authority.
- To undertake additional tasks as deemed reasonable to meet the needs of the team in the delivery of excellent client service.

### **Requirements of the Role:**

- Qualified solicitor/licensed conveyancer/FILEX.
- Experience of running conveyancing cases essential, as well as leasehold experience.
- Ability to prioritise work, work to tight deadlines and keep calm under pressure.

- Ability to run high caseloads.
- Excellent written and verbal communication skills, with confidence to speak to people on the phone.
- Excellent client care skills.

### **Working for our organisation**

Direction Law is made up of hardworking, friendly people who share a 'can do' approach to getting our work done, therefore we welcome applications from likeminded people. We are a firm that is proudly built on relationships and strongly believe in supporting and developing our employees.

We are able to offer a competitive salary to the right candidate and the opportunity to develop a career within the legal environment. This is a demanding, hands-on role which will suit a confident professional individual.

If you are interested in this position and would like to be considered, please send your CV with covering email to [recruitment@directionlaw.co.uk](mailto:recruitment@directionlaw.co.uk).

To apply for the role, you must be eligible to work in the UK.

No agencies, thank you.