



## JOB DESCRIPTION

### **SOLICITOR / LEGAL EXECUTIVE / EXPERIENCED CONVEYANCER - RESIDENTIAL PROPERTY**

#### **NORWICH**

Full-time

We have a fantastic opportunity for an experienced and forward-thinking individual who thrives on providing quality conveyancing service and wants to develop their career. We are looking for enthusiastic candidates who have conveyancing experience and enjoy working as part of a team.

Fosters promotes a friendly open culture throughout our business, with our large residential property department covering all three of our branch offices. This position will be based at our Norwich head office.

The right candidate should be able to demonstrate that they can work within a structured team with clear responsibilities and must be able to use their own initiative, with strong emphasis on outstanding client care.

Depending on previous management experience, the opportunity to manage others within your own team is an opportunity we can offer.

Main responsibilities include, but are not limited to:

- Handling residential freehold, leasehold, unregistered, new build, re-mortgage and transfer of equity cases with confidence and with a high level understanding of all conveyancing matters.
- Using a case management system to produce your own work, supervising others in the running of property transactions and having the ability to offer technical advice where needed internally, as well as to our clients.
- Delivering a high level of customer care and service standard to clients and providers of conveyancing matters.
- Ensuring the efficient running of all matters, whilst maintaining business relationships with providers of work. The position may include an element of time set aside to manage and develop those relationships.

Salary will depend on experience. This is an exciting opportunity for personal development in a forward-thinking city centre firm, with a great working environment and office culture.

This position will be closed on offer, please apply as soon as possible and in person, as this post will not be filled through agencies. We are an Equal Opportunities Employer.

Applications should be made using the Fosters' application form and emailed to: [rlaws@fosters-solicitors.co.uk](mailto:rlaws@fosters-solicitors.co.uk)

Applications returned by post should be sent to: Rebecca Laws, Fosters Solicitors, 19 Bank Plain, Norwich. Norfolk, NR2 4FS.