

## Job Description

Role: **Conveyancing Support Assistant**  
Department: **Conveyancing**

### Overview

We are looking for an assistant to join our conveyancing department based in Newcastle.

### Roles & responsibilities

The successful candidate's duties will include (but are not limited to):

- Preparing quotations and opening files
- Assisting the progress of sale, purchase and remortgage cases
- Compiling draft contract packs
- Ordering redemption statements
- Preparing mortgage reports
- Liaising with and updating clients, other parties' solicitors and estate agents
- Using and updating LMS/Lender Exchange/ULS platforms

### Candidate requirements & attributes

- Previous experience in a Conveyancing support role
- Excellent communication skills
- An understanding of maintaining excellent client relationships
- Team player with a positive and enthusiastic approach

### Salary

A **competitive** salary will be offered.

### Hours

Monday to Friday 9am until 5pm with 1 hour unpaid lunch.

### About True

Recognised by the Legal 500 and with nearly 30 years' experience, we are regarded as one of the top specialised Law Firms in the UK & we are delighted to be ranked once again in the **2024 UK Edition for Personal Injury and Clinical Negligence**. We're also a dedicated law firm for Headway (The Brain Injury Association).

Across our two offices (Newcastle & Birmingham) our experienced solicitors and their talented teams focus on obtaining compensation for clients who have suffered as a result of a personal injury, clinical negligence, credit hire or housing disrepair. We also have our dedicated residential conveyancing team accredited by the Law Society, helping those buying, selling or re-mortgaging their homes, and a fantastic strategic support network comprising HR, Marketing & Business Development, Finance and Compliance.

We pride ourselves on delivering expert, professional, and trustworthy support to our clients, which has been reflected in our Trustpilot Reviews - We're delighted to be rated 'Excellent' by our clients. Maintaining this service is incredibly important to us.

## True perks

We're proud to offer our employees:

- **Performance Based Bonus Scheme**
- **Hybrid working** (office & home working) if eligible.
- **23 days holiday, plus Bank Holidays** per annum increasing to 26 days. Additional holiday for 5 years service.
  - **Holiday purchase scheme.** (You can buy up to 1 week's annual leave).
    - **Attendance bonus.**
    - Quarterly funded **team-bonding activities.**
    - **Death in service** following 1 years' service.
      - Auto-enrolment **company pension.**
    - **Employee assistance programme** 24-hour helpline.
  - **Travel to work schemes;** bike to work scheme, public transport pass scheme.
    - Annual flu jab and eyecare scheme.

To apply, email your CV and covering letter: [HR@true.co.uk](mailto:HR@true.co.uk)

Closing date: Friday 11th April 2025.

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