



**Our employees are  
our greatest asset.**

# CONVEYANCER

**Residential Property**



ESTABLISHED 1948

**RICHARD REED**  
SOLICITORS



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[www.richardreed.co.uk](http://www.richardreed.co.uk)

## **Our Company**

We are a progressive and ambitious law firm that has roots going back to the 1940s. Now, in the 2020s, our forward-thinking leadership team is taking the firm to new heights with lots of exciting plans for growth ahead.

At the very heart of those plans for the future, are our employees. We understand and embrace that they are our biggest asset and we are committed to continually building on our inclusive and supportive working environment. This gives our employees the tools to do their best work which not only rewards them, but our clients too.

As a **Lexcel** accredited practice, we pride ourselves on providing outstanding client care and excellent quality legal services whilst offering all of our employees an enjoyable and supportive working environment.

Our busy and expert teams cover:

Family Law | Wills, Trusts & Probate | Residential Conveyancing | Personal Disputes | Dispute Resolution for Business | Corporate & Commercial | Commercial Property | Employment & HR | Agricultural Law | Notary Public Services



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## Our Core Values

Our firm's values influence, guide and structure all we do for clients of Richard Reed and when we are interacting with our colleagues. **We are:**

**Results driven:** We get the job done. Our team are motivated and driven to succeed and we pour passion and energy into every case to ensure a positive and satisfactory outcome for our clients.

**Agile:** No two people or businesses are the same. We adapt our approach and services to match the requirements of our clients and those of our colleagues.

**Proactive:** We work with clients and our colleagues to consciously strive to anticipate, identify and prevent future problems from happening.

**Teamwork:** We know first-hand just how much our clients can benefit from us having a collaborative team approach. All our employees, each with their own expert knowledge and skill, actively come together to work as a team, in all aspects of our business. This approach allows us to ensure our clients receive full and best advice, every step of the way.

**Supportive:** We welcome and invite conversations with both our clients and colleagues alike. We embrace and respect individual opinion and will take the time to listen and offer solutions.



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## Why Join Richard Reed?

- ☐ Be part of our exciting future
- ☐ Truly make a difference to the lives of those within our communities
- ☐ Be supported by friendly and knowledgeable colleagues that all share the same values
- ☐ Continue to develop your career through in-house and external training opportunities
- ☐ Regular appraisals
- ☐ Competitive/market rate salaries
- ☐ 27 days holiday
- ☐ Christmas Eve off
- ☐ Pension
- ☐ Death in service insurance
- ☐ Regular social events
- ☐ Employee high street discounts app (Reward Me Now)
- ☐ Discounted legal services for employees

# What our employees say..

*Richard Reed has a lovely working atmosphere - it is a very friendly, family-oriented firm. The management are very supportive, generous and trusting. We have dedicated staff who care about our clients and look out for one another. Having worked here for 30 years, some of my work colleagues have become lifelong friends.*

**Natalie Rawding**  
Finance Manager

*From the moment I joined Richard Reed I realised what a welcoming and friendly place it was to work. There is such a close family feeling with the staff and our clients feel this as soon as they walk through the door.*

*It is such a supportive firm, putting employees first and always welcoming individual opinions. The firm builds great relationships with clients because of the personal, friendly approach but also because of the wealth of experience and expertise of the wonderful people who work here.*

**Julie Duncan, Solicitor - Wills, Trusts, Probate & Court of Protection**



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*I re-joined Richard Reed in May 2020, having left some 17 years previous to progress my career. Since returning I can honestly say that I have never been happier in my role. I have never felt more valued. I receive all the help and training I need. The Directors are always accessible and extremely supportive. Everyone works as a team and we are just one big happy family!*

**Debra Taylor, Chartered Legal Executive - Family Law**

*I love the variety of my work, every day is different and I get to interact with such a lovely group of people, both staff & clients. Being happy at work & loving the job I do is the reason I have been here for so long - I joined in 2002.*

**Val Pattinson**  
Receptionist



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## **The Role**

Based full-time (Mon – Fri) at our offices in central Sunderland, you will be required to work alongside other team members to provide our clients with a service that is of the highest standard.

Your responsibilities will include handling a varied caseload of residential property transactions from initial enquiry stage through to conclusion.

You will also participate in the development and expansion of the department with the aim of winning new work for the team. You will be required to work with our BDM to develop and successfully market the department including to help create and implement business development strategies.





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## **You..**

- ☐ Will have at least 5 years relevant experience, gained within a respected residential property team.
- ☐ Will be used to handling a varied caseload and must be able to run matters from initial enquiry stage through to successful conclusion.
- ☐ Will have experience of managing and assisting support staff with any questions that they may have.
- ☐ Will have proven success of meeting fee earning targets both monthly and annually.
- ☐ Will have experience of winning new work from an appropriate network of contacts made by you to include referrers and other business partners and will also be comfortable in fostering and developing relationships with both existing and past clients to ensure repeat instructions are received.
- ☐ Will have excellent organisational, oral and written communication skills.
- ☐ Will have a strong academic background.
- ☐ Will have a self-starting approach to tasks and projects, with the ability to work on your own initiative.
- ☐ Will have well developed interpersonal skills.
- ☐ Will be able to work under pressure at times and meet tight deadlines
- ☐ Will have excellent attention to detail.
- ☐ Must be proficient in the use of Outlook, Microsoft packages including Word, and have experience of using a case management system.



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## Be part of Richard Reed's exciting future

Apply by sending an up-to-date CV and a covering email with details of your current salary, salary expectations and your availability to start, to:

Amber Holt  
Richard Reed Solicitors

[amber.holt@richardreed.co.uk](mailto:amber.holt@richardreed.co.uk)

Or for a confidential/off the record chat about this position, you can call Amber on **0191 567 0465**.