



JOB DESCRIPTION

Associate - Company Commercial



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Position	Associate
Department	Company Commercial
Reporting to	Head of Company Commercial
Office	Bishop's Stortford

Overall Purpose

To provide efficient and effective legal advice, assistance and representation for all clients always maintaining the highest standards of professional expertise and client care. To make every effort to obtain a satisfactory result for the client, to be accessible to the clients and to maintain regular and appropriate contact with them. To be expected to deal effectively and considerately with people from diverse cultures and backgrounds.

To work together with other fee-earners, support staff and with other teams to ensure the best quality service.

Main Tasks

Technical

- » Draft and review legal documents to a high standard
- » Negotiate solutions to clients' issues
- » Apply a depth of understanding of the area of practice and a broad background awareness of legal principles to solve problems and progress the case
- » Full acceptable standard achieved routinely
- » Deal with complex transactions through deliberate analysis and planning

File Management

- » Take full responsibility for progressing the case or transaction
- » Develop a strategy for the case/transaction to deliver the overall objective and use it to analyse individual steps
- » Produce innovative solutions and ways forward

Financial

- » Demonstrate an adequate understanding of the commercial, organisational, and financial context in which you work and your role in it
- » Price setting/methods of prices

Business Development

- » In liaison with the Head of Department and other Partners to be active in promoting the services of the Firm and to identify cross selling opportunities
- » To be proficient in regularly writing blogs and newsletters
- » Assisting with seminars, coffee mornings and presentations

Self-Development

- » To attend learning events that further strengthen soft skills

Leadership and Management

- » To supervise, support and develop any immediate support staff with appropriate training as agreed with Department Head and Business Support
- » Delegating tasks when it is appropriate to do so

This job description is not a definitive list or exhaustive list of responsibilities but identifies the key responsibilities.

Job Specification

	Essential	Desirable
Qualifications	Admission to the Solicitors Roll or Licensed Conveyancer or CILEX Lawyer	
Knowledge and Experience	<p>2 - 5 year's pqe</p> <p>To have experience of general Corporate work</p> <p>Ability to draft and review legal documents which accurately reflect the client's instructions</p> <p>Ability to develop client relationships and identify areas for expansion of work</p>	
Skills	<p>Ability to work under own initiative, anticipate challenges and deal with them proactively</p> <p>Ability to communicate effectively both verbally and in writing with a diverse range of persons/ organisations</p> <p>Ability to work unsupervised and decisively to provide sound and clear advice on own initiatives</p> <p>Ability to work under pressure and meet tight deadlines</p> <p>Ability to plan and prioritise work effectively to meet own objectives and those of the team</p> <p>Ability to adapt to change</p>	<p>Ability to train, coach and mentor colleagues within the team</p> <p>Ability to develop and express creative proposals for continuous improvement of services</p> <p>A commitment to Lexcel/Quality Management standards</p>

Flexible approach to teamwork with a willingness to provide cover in colleague's absence and to pick up work outside of own specialism if necessary

Ability to learn and master new areas of law and legal practice quickly

Ability to evaluate information in complex situations and the confidence to take sound decisions independently

Drive, enthusiasm, versatility, and self-motivation

IT Skills:

- » Microsoft Office
- » Case management
- » Digital Dictation

7 November 2024