



Commercial Property Legal Clerk

We are currently looking for a Commercial Property Legal Clerk to assist with our Commercial Property services for individuals and businesses.

The suitable candidate will be assisting and managing the progression of cases from inception to completion, liaising with businesses, individuals and referrers. They will also be required to carry out Residential Conveyancing as and when necessary utilising a case management system.

The role includes the following:

- To provide accurate and commercial property law advice to clients.
- To assist with a caseload of Commercial Property files methodically and efficiently and in accordance with the firm's procedures.
- To deal with Residential Conveyancing files as and when necessary.
- To assist with the development of the firm's commercial property department.
- To contribute to the development of precedents utilising a Case Management system.
- Networking within the business community and gain key referral sources in order to develop a high profile for commercial work.
- To identify and initiate cross-selling opportunities.
- Contributing ideas to the firm's marketing strategy for commercial property.
- To take responsibility for personal and professional development.
- To undertake such other duties, training and out hours rota.

To be considered for this excellent opportunity, the attributes required are:

- Experienced Commercial Property/Residential Conveyancing Legal Clerk.
- Excellent communication skills, both oral and written.
- Ability to provide high quality advice to clients from all sectors across a broad range of issues.
- Ability to form good relationships with clients and colleagues and to work as part of an effective team.
- Good IT skills including the ability to utilise a case management system.
- Commercial attitude with ability to practice good financial management of files and caseload.
- Ability to work on own initiative.
- The role will also involve business development and you will need the desire to play an active part in the marketing and development of the firm.
- Well organised, with a clear and professional telephone manner.
- Well presented, punctual, confident, and self-motivated.
- Flexible in your working approach with the ability to multi-task and prioritise workloads.
- Excellent customer service skills.



- You must be able to demonstrate a genuine commitment to developing your career as a commercial property specialist.

Desirable aspects are:

- Networking and business development experience.

This role offers the opportunity to join an established and developing law firm. You will also be offered excellent training and development and will have the opportunity to develop your career as this department grows.

Please send your CV and covering letter to sbirchall@kirwans.co.uk.