



Private Client Solicitor

We are currently looking for a Private Client Solicitor to handle private client files utilising a case management system working between our Liverpool and Southport offices.

The successful candidate will be running a caseload of private client files and be assisting to develop the department and helping to win further business. We are looking for a confident and experienced Solicitor with strong communication skills.

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

- 2-3 years experience as a Private Client Solicitor.
- Experience of running a caseload with minimum supervision.
- As you will be dealing with clients and referrers the need for excellent customer service skills will be paramount.
- The need for attention to detail and the ability to work in a fast paced department.
- 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.
- Good working knowledge of legal databases.
- 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.
- Networking within the business community and gain key referral sources in order to develop a high profile for private client/conveyancing work.
- Contributing ideas to the firm's marketing strategy for winning new work and implementing agreed initiatives.
- To identify and initiate cross-selling opportunities.
- Well organised, with a clear and professional telephone manner.
- Well presented, punctual, confident, and self-motivated.
- Professional, articulate with good sales skills and be comfortable persuading prospective clients of the benefits of instructing our firm and be adept at obtaining funds.
- Flexible in your working approach with the ability to multi-task and prioritise workloads.
- The role may also include taking instructions on commercial and residential conveyancing files utilising a case management system as and when required.



Experience of these additional areas would be advantage:

- Residential Conveyancing.

Desirable aspects are:

- Marketing and networking experience.
- 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.