



Commercial Property Solicitor

We are currently looking for a Commercial Property and Conveyancing Solicitor to provide a dedicated property law service for individuals and businesses.

The role will include a caseload of commercial property files, sale, purchase and re-mortgage files utilising a case management system.

The suitable candidate will be managing the progression of cases from inception to completion, liaising with businesses, clients, referrers and estate agents. Duties will include telephone enquiries, daily correspondence and face to face interaction with businesses, estate agents, referrers and clients.

The role includes the following:

- To provide accurate commercial property law and residential property advice to clients.
- To manage a caseload of Commercial Property files alongside some Residential files methodically and efficiently and in accordance with the firm's procedures.
- Experience of matters including landlord and tenant, commercial leases, commercial and residential development, investment, corporate support.
- Energy related experience would also be an advantage.
- To managing a caseload of freehold, leasehold, registered and unregistered titles.
- To assist with the development of the firm's commercial property law expertise.
- To contribute to the development of precedents utilising a Case Management system.
- To assist with the supervision of colleagues and support staff in their development and training.
- Networking within the business community and gain key referral sources in order to develop commercial work.
- Participating in the development of the firm's online presence for Commercial Property.
- To identify and initiate cross-selling opportunities.
- Contributing ideas to the firm's marketing strategy for winning new work and implementing agreed initiatives.
- To take responsibility for personal and professional development.
- To undertake such other duties, training and/or hours of work commensurate with the role.



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

- At least 4 years PQE (or equivalent) gained in a Commercial Property/Residential Conveyancing 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.
- The need for attention to detail and the ability to work in a fast paced department.
- To maintain high standards in the processing of client work.
- Commercial attitude with the ability to achieve agreed financial targets, both in respect of fees and the recording of chargeable and non chargeable time.
- 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.
- Where appropriate to contribute towards training and know-how of others in the team and department.
- You must be able to demonstrate a genuine commitment to developing your career as a commercial property specialist.
- To undertake any specified responsibility as delegated by the Head of Department/Partners.

Desirable aspects are:

- Client portfolio.
- Management experience.
- Marketing and networking experience.
- Business development experience.

This role offers the opportunity to join an established and progressive 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.