



Dispute Resolution Solicitor

We are currently looking for a Dispute Resolution Solicitor for litigious and non-contentious general civil/commercial matters for individuals and businesses. We are looking for an individual with an excellent grasp of the CPR. What is of key importance is grasp of the procedures and you desire to be part of the driving force in the business.

The successful candidate will be running a caseload of civil and commercial files and be assisting to develop the department and helping to win further business. We are looking for a confident and experienced qualified solicitor with strong communication skills who has experience in handling a range of types of general civil and commercial cases.

The role will cover the following areas:

- Landlord and Tenant matters.
- Defamation and Media Law
- General civil matters.
- General commercial matters.
- Commercial/Civil agreements.
- Boundary and Property disputes.
- Contractual disputes.
- Debt recovery.
- Information and communication technology.
- Insolvency.
- Estate and Contentious Probate Disputes.

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

- 2-3 years experience as a Dispute Resolution/Civil Litigation/Commercial with a particular focus on Landlord and Tenant experience.
- Experience in drafting particulars of claim, general civil applications, pre-action disclosure, witness statements.
- Experience of running a caseload with minimum supervision.
- 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.



- Networking within the business community and gain key referral sources in order to develop a high profile for civil/commercial 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.
- Flexible in your working approach with the ability to multi-task and prioritise workloads.
- Excellent customer service skills.

Desirable aspects are:

- Marketing and networking experience.
- Business development experience.
- A small client following would be an advantage.

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.