



## **Private Client Solicitor/CFILEX**

We are currently looking for a full time Private Client Solicitor/CFILEX to join our team.

The successful candidate will be running a caseload of private client files including Wills, Lasting Power of Attorney (LPA's), Court of Protection and Estate Administration files. 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 with experience of Wills, LPA's, Court of Protection and Estate Administration.
- 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.
- 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.

Please send your CV and covering letter to [sbirchall@kirwans.co.uk](mailto:sbirchall@kirwans.co.uk).