

DEBENHAMS OTTAWAY

SOLICITORS

Job Specification

Position:	Solicitor/Legal Executive – 2-5 years PQE
Reports To:	Team Leader
Department:	Residential Conveyancing
Location:	St Albans

Who we are

- Debenhams Ottaway is an award winning, LEXCEL accredited, leading law firm based in Hertfordshire and the preeminent legal firm in St Albans.
- Known for its warm and friendly culture, this relationship-driven, people focussed firm is committed to growth achieved through doing more for clients, its people and the communities it serves.

What we seek

We are looking for a qualified solicitor/legal executive to join our established residential conveyancing team to work on a varied case load of all aspects of residential property matters, including freehold, leasehold and shared ownership residential property sales and purchases, remortgages, transfers of equity and equity release.

What will you do?

Activities will be varied and will include, but are not limited to the following:

- Handling an active caseload of your own files with responsibility for the day to day conduct of your files, under Partner supervision.
- Support other Fee Earners in the provision of service to their clients by progressing matters that are delegated.
- Provide a courteous and efficient service putting clients at the centre of everything that is done.
- Keep control of an allocated caseload to ensure that standards of matter conduct, file management, administration, and accounting are maintained at all times.
- Recognise the importance of cross selling and identify opportunities to refer work to other teams.
- Supporting the Partners with business development initiatives.
- Attend networking and firm events to build relationships with potential clients and intermediaries.
- Assist in developing and implementing marketing strategies for specific area of expertise and work.
- Build relationships with potential referrers to generate new instructions.
- Regularly update knowledge and expertise and share this with others in the Team/firm.
- Develop and supervise more junior members of the team (trainees/legal assistants).

Personal Skills and attributes:

- A minimum of three years' experience in dealing with residential conveyancing matters.
- Adopts a client-centred focus at all times taking responsibility for the level of client service they provide and takes the initiative to build and develop excellent client relationships
- Creative problem-solving ability
- Excellent written and oral communication skills
- Confident with the ability to develop relationships with a variety of people
- Socially confident
- Professional appearance
- Good knowledge of relevant computer programmes e.g. PMS, MS Office suite, CRM
- Accuracy and attention to detail
- Can manage a number of tasks under pressure and maintain a calm manner at all times