



## Job Description

### Assistant Solicitor – South Manchester

#### General

You will be a key player in the servicing of clients' needs and the smooth running of our new South Manchester office. You will support the Senior Assistant Solicitor and the directors in delivering a high quality and responsive service to clients on specific projects. You will be given as much responsibility as you feel comfortable with and will be involved in a variety of tasks as required to meet the needs of clients. These will include the following:

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#### Key Tasks

- Drafting contract documents
- Assisting senior fee earners with client assignments
- Attending meetings with clients and taking accurate notes
- Reviewing, marking-up and negotiating contracts
- Case and file management
- Organising meetings
- Preparing documents for completion meetings
- Undertaking legal research tasks
- Supervising, mentoring and training junior fee earners and support staff.
- Business development activities, such as preparing articles for newsletters, publications, and tender documents.
- Professional development and preparation of know-how
- Developing new business and undertaking marketing tasks, such as pitches, exhibitions and client events.

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#### Person Specification:

- Admitted as a solicitor
  - Have a good grounding in commercial contracts and an understanding of public service contracting environment
  - Have enthusiasm, intellectual curiosity, and the ability to inspire confidence in clients
  - A strong communicator verbally and in writing. Ability to communicate complex issues in concise and understandable form.
  - Attention to detail and a commitment to providing a quality-assured service
  - Good project management and organisation skills
  - Proactive and self-motivated – able to take forward projects on own initiative and work in a team environment
  - Personable and flexible in approach
  - Well-presented, efficient and punctual
  - Strong skills with MS Office suite of products (e.g. Word, Excel, Outlook and Powerpoint)
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