

Corporate Commercial Solicitor
Job Description and Person Specification

Office location to be confirmed – the successful candidate will be based at one of our six offices in Wiltshire		Salary Guide £ Competitive, Depending on Experience
This position reports directly to the Commercial Head of Department. The job holder is responsible for the quality of his/her own work.		
Requirement	Essential or Desirable	How Assessed
Knowledge required: Commercial and Corporate to include: <ul style="list-style-type: none"> • Buying & Selling Businesses • Shareholder and Partnership Agreements • Terms of Business and sundry Commercial Agreements and company administration • Some experience of Commercial Property would be beneficial 	Essential Essential Essential Desirable	Via application and interview
Principal Responsibilities: <ul style="list-style-type: none"> • Ability to assist fellow colleagues with existing caseload • To show motivation and drive to grow and develop Commercial and Corporate work • Networking locally • To carry out any other duties with the employees skills and abilities whenever reasonably instructed 	Essential Essential Essential Essential	Via application and interview
Key Working Relationships: Internal <ul style="list-style-type: none"> • Commercial Head of Department • Local office employees • Partner in Charge of office • Other firm employees External <ul style="list-style-type: none"> • Clients and Visitors • Other Legal Firms 	Essential Essential Essential Essential Essential Essential	Via application and interview
Person Specification : <ul style="list-style-type: none"> • Ability and drive to go out and get the work/ confident marketer/business developer. • A methodical approach with good problem solving and analytical skills. Shows attention to detail • Excellent communication skills and people skills • Good commercial and financial awareness • Accountability/reliability/flexibility/ • Ability to build effective internal/external relationships • Ability to compromise and negotiate to achieve the desired outcome • Good literacy skills • Professional and presentable at all times • Excellent time-keeping 	Essential Essential Essential Essential Essential Essential Essential Essential Essential	Via interview
Please note: The role requires extensive travel within Wiltshire and between the firm's six offices, therefore it is essential the applicant posses their own transport. Mileage will be payable at £0.45p per mile over and above the successful applicant's normal journey to and from work.		