



## Commercial Property Assistant Solicitor/Legal Executive

<b>Practice Area</b>	Commercial Property
<b>Line Manager</b>	Rachael Spalton – Partner and Head of Commercial Property
<b>Hours</b>	Full Time
<b>Location</b>	Hertford

### About Longmores

Longmores is a progressive firm of specialist solicitors renowned for its professional yet personal service that has been advising businesses and individuals in Hertfordshire and across the country since 1819. All our solicitors and fee earners are specialists in their respective areas of law acting for a wide range of commercial, private and public sector clients.

We are ranked in the legal directories Chambers UK and The Legal 500 and hold many accreditations including Lexcel, Customer Service Excellence, Cyber Essentials+. Everything we do is underpinned by our core values:

- Open and honest
- Working together
- Valuing people
- Taking pride in what we do

Find out more about the firm at [www.longmores.law](http://www.longmores.law)

### About the role

The purpose of the role is to take on an existing caseload as well as develop relationships with new clients and to be actively involved in business development. The person appointed will work alongside the commercial property partners and an assistant solicitor. The appointment will be at around 2-4 years PQE level and there are real career prospects for the right person.

The aim is for the successful applicant to join Longmores as soon as possible to assist the practice area and to start developing new business opportunities.

The role will involve the ability to handle a broad range of commercial property transactions and landlord and tenant related matters. The firm has an interesting mixture of commercial

and landowning clients. The successful applicant will work alongside one of the Commercial Property partners and will report to the Head of the Commercial Property Practice Area.

### **Skills, experience and qualifications**

In addition to the caseload the successful candidate will be expected to be actively involved in all aspects of business development including presenting of seminars, writing articles and blogs and networking within the local business community and with key referrers.

- A qualified and practising Solicitor or Legal Executive with at least 2-4 years PQE in commercial property
- Strong academic record
- Full time position
- A sound knowledge and practical experience of commercial property work is essential. We are looking for someone who is already a commercial property specialist.
- Experience of and a real interest in business development is essential
- Excellent interpersonal skills, in particular an ability to develop a relationship of trust with clients and colleagues alike
- Ability to draft letters and documents to a high standard and with attention to detail
- Ability to demonstrate empathy and understanding of clients' needs
- Ability to use initiative to seek opportunities to raise the firm's profile and to recognise new business opportunities
- Ability to deal with a large volume of work, managing conflicting priorities whilst ensuring that every job is handled with the highest levels of accuracy and care
- Well-developed IT skills including Microsoft Outlook, Word and Excel

### **About the person**

- A team player who is looking for a long-term future with a progressive, well regarded firm
- Strong verbal communicator
- Strong organisational skills
- An effective team player, combined with an ability to work under own initiative

### **General requirements**

Longmores Solicitors LLP is a long established but progressive 12 partner firm based in Hertford. Our fee earners are all specialists and we act for a wide range of commercial, private and public sector clients. We are ranked in Legal 500 and Chambers and we are accredited as an Investor In People (Gold Award) and hold the Lexcel Award. Our commercial property practice area has a strong reputation both locally and further afield. Our aim is to recruit progressive, forward thinking individuals who wish to be part of our growth and who share our core values. For further information about Longmores please see our website [www.longmores.law](http://www.longmores.law)

### **How to apply**

Please email Su Turley, Head of Operations, at [su.turley@longmores.law](mailto:su.turley@longmores.law) with your CV and a covering message explaining your interest in the role.