



Commercial Property Assistant Solicitor or Legal Executive
Outline Job and Person Specification

Longmores Solicitors LLP

Longmores Solicitors LLP is a long established but progressive 8 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 Chambers 2018 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

Job Purpose

As a result of planned expansion, 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 1-3 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. A knowledge of and interest in property related transactions relating to rural estates would be an advantage as the firm has an interesting mixture of commercial and landowning clients but is not essential as training and support will be given. The successful applicant will work alongside one of the Commercial Property partners and will report to the Head of the Commercial Property Practice Area.

Duties and Responsibilities

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.

Person Specification

Education/Qualifications
A qualified and practising Solicitor or Legal Executive with at least 1-3 years PQE in commercial property
Strong academic record

Full time position
Knowledge and Experience
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
Experience of property work for rural estates is desirable but not essential
Abilities & Skills
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
Strong organisational skills
Strong verbal communicator
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
An effective team player, combined with an ability to work under own initiative
Well-developed IT skills including Microsoft Outlook, Word and Excel
Personal Attributes
A team player who is looking for a long term future with a progressive, well regarded firm