

## Job Description for Commercial Property Solicitor/FILEX

### Overall Purpose

To carry out a fee earning role within the Lawson-West Commercial Property department.

### Main duties and responsibilities

1. Responsible for providing high quality, timely, professional fee earning in relation to commercial property transactions and related work. This will include all types of non-residential conveyancing including commercial landlord and tenant, residential and business development sites, freehold and leasehold acquisitions and disposals, secured lending and work relating to easements and covenants.
2. Responsible for working effectively with own initiative to act in the best interests of clients, maximising profitability and working within a team environment.
3. Responsible for maintaining an up to date knowledge of property law matters and case law, legislation and trends and advice to fellow fee earners.
4. Responsible for actively proposing and participating in agreed marketing initiatives and for contributing to marketing opportunities.

### Job features

#### Planning and organising own day to day activities

#### Decision making

To report to the Head of Services of Lawson-West Commercial Property. To conduct day to day activities in relation to client matters in the best interests of the client and consistent with the business plan and aims of Lawson-West.

#### Internal / External Relationships

**Internally..** To develop and maintain sound business relationships with other departments of the firm.

**Externally..** To develop and maintain sound business relationships with clients, business contacts and referral partners. To ensure the highest level of client care, consistent with the standards set out by the firm, and consistent with its Core Values and Vision and Mission Statements.

**Problem Solving..** to participate in, and encourage other staff to participate in, the development of improved operating practices within the department consistent with the Firm's practice of continuous improvement.

**Financial management...** to achieve agreed targets for fee earning.

**Marketing...** to be an active member of the department (and encourage other staff to be active) in helping to generate and promote marketing initiatives, in co-operation with the dept head and the firm's Marketing Manager /Advisor.