

## Company/Commercial Lawyer (Solicitor/FCILEx) 4-6yrs PQE

### Job Description

#### Overall Purpose:

To carry out a fee earning role within the Lawson-West Commercial and Business Law department and provide a profitable contribution to the department and Company.

At all times to act and conduct yourself in accordance with the Company's Vision and Mission Statements and Core Values

To proactively support the Commercial Law Department and provide cover for holidays (in particular the absence of the Director Responsible) and contribute wherever possible to the success of the Company through fee earning, marketing and training activities

**Reporting to:** Head of Business Services/Director Responsible

**Location:** Meridian Business Park, Leicester

#### Main Duties to Include:

1. Responsible for providing high quality, timely, professional fee earning in relation to company law and commercial transactions and related work. This will include all types of corporate governance and partnership advice and dealings, business acquisitions and disposals (whether by shares or assets) and commercial contracts of all types whether for clients providing services or products and whether to other businesses and/or consumers.

2. Responsible for ensuring that all client work is dealt with efficiently and that the client is kept regularly informed about progress and costs whilst maintaining the confidentiality of all the Company's and client's documents and information at all times.

3. Responsible for working effectively with own initiative to act in the best interests of clients, maximising profitability and working within a team environment.

4. Responsible for maintaining an up to date knowledge of company law matters and case law, legislation and trends and advice to fellow fee earners.

5. Responsible for actively proposing and participating in agreed marketing initiatives and for contributing to marketing initiatives.

#### Job Features

**Decision making**... To report to the Head of Business Services or in their absence the director responsible. 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.

**Planning and Organising**... own day to day activities

**Internal / External Relationships**

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

**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 Company's Vision and Mission Statements, and consistent with its core values.

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

**Financial Management...**to achieve agreed fee earner targets

**Marketing...**to be an active member of the team and encourage others to be active in helping to generate and promote marketing initiatives to promote the services of the Company, in co-operation with the Director Responsible and the Company's Marketing Manager.