# Corporate and Commercial Solicitor - Job Specification

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| ***Job title:*** | Corporate and Commercial Solicitor |
| ***Reporting to:*** | Karen Edwards |
| ***Hours per week:*** | Full Time, 36.25 hours Monday to Friday |
| ***Advertise from date:*** | Immediate Start |

Frettens is looking for a Corporate and Commercial Solicitor to join their team in Christchurch. The department covers all aspects of non-contentious company transactions including mergers, acquisitions and sales, along with internal company reorganisations from share exchanges or share buybacks, to capital reduction demergers.

## Core values - what we look for in all Frettens staff:

Someone who:

- Is IT literate and confident in learning new processes
- Has consistently friendly, approachable conduct
- Doesn't use jargon with clients
- Co-operates with colleagues from all teams
- Enjoys working as part of a team, helping and supporting others
- Has the ability to work calmly, even under pressure
- Takes personal pride in their work and responsibility for issues
- Maintains appropriate client contact

## Essential qualities

We welcome applications from people with the following essential skills, attributes and experience:

- A qualified solicitor/ FCILEx with 5 + year's PQE
- An interest in developing personal marketing and networking skills
- Desire to become skilled in conveying information accurately and articulately, both verbally and in writing
- Desire to develop negotiation and influencing skills
- Ability to motivate yourself to meet/exceed targets
- Ability to structure own workload, making best use of resources and time
- Ability to adapt and respond to changes
- Shows initiative
- Anticipates client's future needs, sees opportunities for other teams and makes suitable introductions
- Ability to oversee or collaboratively work with team members and deal with issues as they arise

## Desirable talents

The following abilities would also be desirable:

- Excellent organisational skills
- Able to work independently and manage a caseload
- Ability to market team and firm and win new business

## Salary and Benefits

Salary is negotiable dependent on experience.

Frettens offer a wide range of benefits to our staff - See Working at Frettens – Benefits.

# Corporate and Commercial Solicitor
# Tasks and Responsibilities

## Main purposes of role

1. Undertake fee earning work and provide a profitable contribution to the work of the department.
2. Ensure the successful development of the firm in line with the business plan.
3. Provide an excellent, friendly, jargon free service to our clients.

## Key tasks (not an exhaustive list)

4. Conduct of matters on behalf of clients.
5. Management of support services for which (s)he is responsible.
6. Participation in marketing activities whether on a firmwide, departmental or office basis.
7. Financial control with particular regard to cashflow control through collection of monies on account and billing procedures.