

# JOB SPECIFICATION

<b><u>Job Title:</u></b>	Solicitor (3-5 PQE)
<b><u>Job Location:</u></b>	111 Piccadilly, Manchester, M1 2HY
<b><u>Job type:</u></b>	Full-time
<b><u>Working hours:</u></b>	37.5 hours per week- Monday till Friday;
<b><u>Reports to:</u></b>	Senior Partner

## **Overview of the Company**

IMD Solicitors is a full service law firm that is leading the way in the provision of legal services for European communities and businesses throughout England and Wales and wants to compete with Top100 law firms in the UK.

We offer an enjoyable and rewarding working environment and a very friendly team. We are committed to our staff and recognise the importance of the continued development; in fact even one of our core values is "above all, in everything we do, WE CARE". We want to attract and retain top talent and consistently develop the best lawyers and leaders in the business.

We pride ourselves on providing outstanding client care and excellent quality legal services whilst recognising the importance of communication in our clients' native languages and without legal jargon.

## **Job purpose**

We are looking for a 3-5 year PQE Solicitor to join our Family team in Manchester office. Majority of cases will require considering appropriate jurisdiction for issuing proceedings and quite often cooperating with partner law firms around Europe.

The ideal candidate will have experience in advising clients in respect of a range of family issues such as: divorce, financial matters, child arrangements, maintenance matters, child abduction and be confident to manage a case load with a minimum supervision.

## **Key Responsibilities**

Manage a family case load, including interacting with clients, drafting all pleadings, statements and preparing bundles. Willingness to perform own advocacy is also desirable.

Be accountable for individual financial performance, assisting junior members of the team to ensure proper recording of time, and excellent client care.

To ensure high standard of client care is delivered.

To develop and maintain excellent relationship with clients' and other professionals.

Offering advice on the law, legal procedures and a wide range of associated issues.

## **Key requirements (skills, qualifications, experience)**

Qualified Solicitor (3 to 5 years PQE)

Previous experience with workload involving international issues is desired.

Previous experience in managing people would be an advantage.

**Key Results / Objectives**

- Client satisfaction
- Conversion
- Delivery of budgets