

IMD SOLICITORS

JOB DESCRIPTION

<u>Job Title:</u>	Commercial / Corporate Solicitor
<u>Job Location:</u>	111 Piccadilly, Manchester, M1 2HY / flexible
<u>Job type:</u>	Full-time
<u>Working hours:</u>	Monday to Friday (flexible hours)
<u>Salary:</u>	Competitive
<u>Reports to:</u>	Partners

Overview of the Company

IMD Corporate is a division of IMD Solicitors LLP and it's mission is to help international businesses to succeed in the UK.

We are an expanding, full service law firm with a strong focus on international business and a large portfolio of multicultural clients.

We offer an enjoyable and rewarding flexible working environment in a friendly team of individuals. We understand that success starts with our people and are committed to our staff, recognising the importance of the continued professional development.

We pride ourselves on providing high-quality legal services as well as outstanding client care to all of our clients.

Job Purpose

Practicing out of a desirable central Manchester location, you will help our clients' businesses, large and small, grow and thrive by providing high quality legal advice and support.

You can expect to be involved in a wide range of commercial and corporate matters ranging including, contract advice, cross-border litigation, business restructuring including shareholder disputes to name a few.

Whilst support and training will be provided, you will need to be able to work independently and have skills and abilities to deliver high quality legal services with a minimal supervision.

Key Duties and Responsibilities:

As part of your role you will be expected to undertake a number of duties and responsibilities. Whilst you may be expected to undertake other duties from time to time, the list below, which is not intended to be exhaustive, of your key duties and responsibilities is as follows:

Client Relations

- Developing and maintaining good client relationship skills, gaining the confidence of clients and other professionals;
- Advising clients in a professional manner and ensuring that the advice given is accurate and in line with current legislation;
- Keeping clients updated at regular intervals throughout the life of the case;

Case Management

- Ensuring that the work produced is at all times at the highest standard;
- Advising on and providing legal support in a wide range of commercial and corporate contentious and non-contentious matters;
- Drawing up various advices to clients;
- Drafting contractual and other legal documents;
- Drafting various court documents;
- Attending meetings with clients and third parties;

Personal Training and Development

- Keeping up to date with legal developments;
- Conducting individual research;
- Identifying and addressing any training needs;
- Attending training course and reading materials;

Business Development

- Participating in the growth and development of the department and the firm;
- Managing key clients;
- Attending various networking events;
- Attending clients for the purposes of developing client relationships;

Key Requirements

You will be a Solicitor qualified in England and Wales with a minimum of 5 years PQE who is keen to progress in and develop your career.

You will have strong legal and interpersonal skill with a broad range of knowledge and experience within a commercial or a corporate practice.

You will have strong organisational skills and will be a tenacious and passionate individual, committed to delivering excellent service.

Key Results

Solicitors at every level must be able to show a track record of achieving their contribution to the firm's targets and performance indicators. Key performance is measured and targeted in respect of the following:

- Fee contribution;
- New business acquisition and/or client conversion;
- Client satisfaction.

Reporting to

You will report to the Partners.