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November 2021

JOB ADVERTISEMENT

# Private Client Associate Solicitor

**7 years+ PQE**

<b>TERM:</b> Permanent	<b>JOB TITLE:</b> Associate Solicitor	<b>WORKING HOURS:</b> Full time	<b>TEAM:</b> Private Client	<b>LOCATION:</b> Lancaster / Preston
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**Harrison-Drury is a market leading Firm of solicitors with offices in Lancashire and Cumbria servicing both business and private clients. We have been successful in achieving a place 3 times in the Times Top 100 Best Companies.**

We are an employer of choice because we have a culture that challenges the conventional law firm approach and focusses our energy on getting great results for our clients, while attracting and developing brilliant people.

The Private Client team are looking to grow their busy team with the recruitment of an Associate Solicitor. The overall purpose of this role is to operate as a private client specialist supporting the Partners as well as the less experienced team members. Associates should be able to develop, conduct and build on their own fee earning work in addition to effective co-ordination of work.

We are looking for a candidate who is a strong communicator, with keen attention to detail and who is confident working within a busy commercial environment.

[www.harrison-drury.com](http://www.harrison-drury.com)

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### Typical duties will be:

- Management of own matters
- Displaying behaviours consistent with the HD vision to lead by example within the team
- Achieving customer service excellence as a priority, in line with the company strategic aims / business plan through their contribution to their team (both to Partners and less experienced colleagues)
- Being an expert in their chosen field and capable of dealing with non-routine cases
- Effective delegation of work, or engagement with colleagues, to ensure that client expectations are met and that client service standards are maintained
- Effective and timely delegation to ensure that priorities are managed to time, accurately and within relevant compliance guidelines
- Capable of assisting other members of the team, and the organisation
- Provision of approachable advice and assistance to other team members
- Recognising and being able to draw on different skill sets within the team to offer a rounded, cost effective, service to the client
- Development of clients both within own team and referring work internally to other service lines
- Effective liaison with other teams within the practice to ensure a comprehensive client service is advertised and operated and that internal marketing opportunities are maximised
- Commercially focussed and financially aware enough to make a positive contribution to the team meeting its financial targets
- Commitment to continuing personal and professional development for self and beginning to feed into development opportunities for others
- Contributing to Sector development

### Skills and experience:

- 7 years post qualification experience
- Strong attention to detail
- 7 years post qualification experience
- Proven effective management of own caseload
- Excellent oral and written communication
- Good organisation and planning skills with the ability to prioritise work to meet deadlines
- Self Motivated, desire to learn and progress
- Excellent IT skills to include the full O365 suite
- Ability to work within teams and individually using own initiative.

### Desirable:

- Operation within a complete service Law Firm
- Business development and marketing activity

### To apply:

Please apply in writing with your CV to [recruitment@harrison-drury.com](mailto:recruitment@harrison-drury.com)

No recruitment agencies please