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October 2023

JOB ADVERTISEMENT

Solicitor / Associate – Commercial Litigation

TERM:

Permanent

JOB TITLE:

Solicitor /
Associate

WORKING HOURS:

Full time

TEAM:

Corporate and
Commercial

LOCATION:

Flexible

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. We are looking to recruit a qualified solicitor / associate (approx. 5-8 years PQE) with proven commercial dispute resolution experience to manage an existing caseload as well as providing support for both senior fee earners, trainees and other administrative support members of the team.

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Typical duties will be:

- Liaison with and attendance on clients
- Analysis of case and production of advice and guidance as appropriate to the client
- Timely acknowledgement of and progression of client calls and queries
- Engagement with other parties involved in matters ensuring precise communication
- Escalation of queries where required
- Production of case documentation / summaries/ evidence and checking of same engaging other team members as appropriate
- Management of own cases as appropriate and in accordance with compliance and procedural requirements
- Drafting of documents for clients upon instruction from Fee Earners and under supervision
- Completion of tasks as allocated by senior fee earners on larger and more complex matters in a timely manner
- Liaison with Administration team members ensuring comprehensive task completion in line with team practices and any court / tribunal deadlines
- Attendance at Court / Tribunal
- Liaison with Counsel and experts
- Flexibly assisting other members of the team and the organisation
- Development of clients both within own team and referring work internally to other service lines
- Individual targets met and a contribution to team target achievement is evident
- Provision of approachable advice and assistance to other HD staff and aware of when to escalate queries which are beyond their remit
- Sharing of ideas within the team
- Recognising and being able to draw on different skill sets within the team to provide a cost-effective service to the client

Skills and experience:

- Qualified Solicitor / Associate
- Commercial dispute resolution
- Alternative Dispute Resolution
- Excellent written and verbal communication skills
- Strong attention to detail
- Proven effective management of cases
- Ability to work within teams and individually using own initiative
- Client focussed
- Flexible and adaptable approach to work
- Commercially aware

Desirable:

- Business development and marketing activity.
- Knowledge of insolvency disputes

To apply:

Please apply in writing with your CV to recruitment@harrison-drury.com

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