

IMD SOLICITORS

JOB ADVERT

Job Title:

Family Solicitor (1-3 PQE)

Job Location:

111 Piccadilly, Manchester, M1 2HY / 63 St Mary Axe, London, EC3A 8AA

Job type:

Full-time

Salary bracket:

Negotiable (depending on experience)

Headline:

Are you interested in a Solicitors role in a firm that is the leading provider of legal services for European communities and businesses?

Overview of the Company

IMD Solicitors is an expanding, multicultural, 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 an enthusiastic and driven 1-3 yr pqe Family Solicitor who has outstanding communication skills. You will be expected to work towards tight deadlines and know how to manage pressure. You should be willing to take on responsibilities.

Training and mentoring will be provided for the successful candidate.

The role will involve dealing mainly with Polish clients of the firm, therefore excellent communication skills both in English and Polish are essential.

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 under the supervision of the Head of Department.

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 and ensure high standard of client care is delivered.
- To develop and maintain good client relationship skills, gaining clients' confidence and that of other professionals.
- Dealing with all incoming family enquiries either from other Offices, Courts or from potential new Clients, redirecting enquiries to appropriate person.
- Offering advice on the law, legal procedures and a wide range of associated issues.
- Attend and represent IMD at client meetings.

Key requirements (skills, qualifications, experience)

- Qualified Solicitor (1 to 3 years PQE)
- The role will involve dealing mainly with Polish Clients of the firm, therefore excellent communication skills both in English and Polish are required.
- Previous experience in a similar role is required.

Killer questions

Do you speak Polish or are you fluent in a second European language?

Do you have experience working in a law firm in the UK?

Do you have experience of supervising junior staff?

Other

No recruitment agencies please.