

**SOLICITOR/ SENIOR SOLICITOR – COMMERCIAL PROPERTY**

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| **Job Title** | Solicitor/ Senior Solicitor/Paralegal – Commercial Property  |
| **Jobholder** | New post  |
| **Salary Scale**  | Competitive, dependent on experience  |
| **Working Pattern** | Full time, Monday – Friday 9am – 5pm. Part time may be considered.  |
| **Reports To** | Partner, Head of Commercial Property Group  |
| **Job Purpose** | To handle a range of commercial property matters including purchases, sales and leases.  |
| **Management Responsibility for** | None  |

**Main Duties and Responsibilities**

* Manage a busy caseload including; purchases, sales and leases;
* Provide legal advice on commercial property matters;
* Proactively manage your own caseload and drive forward work for others within the team;
* Meet or exceed individual financial targets;
* Actively seek to build your professional network and promote MBM to external peers;
* Prepare articles and blogs for the website and press/ professional publications;
* Build good relationships internally and advise colleagues with different specialisms;
* Adhere to firm processes in relation to financial policies, time recording and AML compliance;
* Maintain accurate records on the firms document management system.

**Skills, knowledge and experience**

* Previous experience of working in a similar role is essential;
* Good drafting skills with excellent attention to detail and the ability to deal with competing priorities and deadlines;
* A commercial focus in managing workload effectively and efficiently;
* Mindset to exceed team and client expectations;
* Excellent interpersonal skills, both written and oral is essential;
* Able to build professional relationships with clients and third parties;
* Good working knowledge of Microsoft Office applications.

If you wish to apply for this role, please send your CV and Covering Letter, to include your salary expectations, via e-mail to recruitment@murraybeith.co.uk