

PERSON SPECIFICATION

JOB TITLE: Solicitor/Legal Executive or Equivalent
 BUSINESS GROUP: Company Commercial (CoCo)
 LOCATION: Southampton

Criteria	Essential	Desirable
Skills/Qualifications	<p><u>Skills</u></p> <ul style="list-style-type: none"> • Outstanding Client Care • Accurate and precise • Absolute attention to detail with figures • Attention to detail of protocol • Needs to be extremely well organised and tidy • Able to run a tight diary schedule • Able to work within a team environment • Able to work under pressure • Needs to be flexible 	
Knowledge	<ul style="list-style-type: none"> • Commercial law – needs to have knowledge in a wide range of commercial matters • SME clients • IT literate • Case Management 	
Experience	<ul style="list-style-type: none"> • Commercial law – needs to have experience in a wide range of commercial matters • SME clients 	<ul style="list-style-type: none"> • CASE system • Working in a firm of similar size to us • Working in-house as well as private practice • Partnership within a previous firm • International experience
Presentation	<ul style="list-style-type: none"> • Presentable appearance • Good telephone manner 	
Attributes	<p>A “Warner Goodman person” is one who shows at all times:-</p>	<p>Well connected with a following Seeking Partnership</p>

	<ol style="list-style-type: none"> 1. The utmost honesty and integrity 2. A “can do” positive attitude 3. A willingness to help others and to go the extra mile 4. An enthusiasm for the firm, its people and its clients 5. A sense of pride and loyalty towards the firm and its people 6. A flexible attitude towards their job description 7. A passion for delighting our clients 8. A desire to communicate with our clients and our people in a polite, friendly, approachable and pragmatic manner 9. An ability to deliver fees and focus on individual profitability 10. A desire to seek continual innovation and improvement 	<p>Ambitious to help grow the team</p>
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