



JOB DESCRIPTION: - Solicitor Property Litigation

Main purpose of role	To be a vital member of Joelson's Property Litigation team, providing a first-class service to our clients on a range of commercial and residential property disputes. As a solicitor in the team, you work directly with clients and will also assist the team's experienced lawyers to achieve the best results for our clients.
Hours	9:30am – 5:30pm, and as required Monday to Friday (with the availability to work from home some days)
The opportunity	<p>You will have a very diverse role that will include:</p> <ul style="list-style-type: none">- Running your own case load;- Assisting in considering client instructions and liaising with clients and experts to obtain further information to progress the case;- Obtaining title information from the Land Registry and analysing the documentation to advise clients;- Drafting and serving contractual and statutory notices;- Assisting in drafting pleadings and supporting witness statements in support of applications;- Conducting legal research;- Preparing cost budgets and disclosure lists;- Preparing bundles for hearings and trials;- Recording all chargeable time;- Liaising with the courts in relation to hearings and liaising with Counsel and Counsel's clerk and when required, instructing Counsel and attending Court to support Counsel where appropriate; and- Involvement in business development activities, including preparing literature and attendance at events.



Ideal Candidate	<p>Our ideal candidate will have the following:</p> <ul style="list-style-type: none">- Proactive, self-motivated and reliable;- A strong academic background (preferably a 2:1 degree);- Excellent communication skills, both orally and in writing;- Strong organisation and administration skills, with the ability to prioritise workloads effectively;- A friendly and personable approach with colleagues and clients;- Ability to work either alone or collaboratively with other team members;- Ability to learn from and act on constructive criticism; and- Strong IT skills, including Microsoft Outlook, Word, Excel and PowerPoint, and an ability to pick up new systems quickly.
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