

bower bailey

SOLICITORS

Location:	Witney office
Post:	Full – time Solicitor for Residential/commercial Conveyancing
Experience:	PQE 3- 5 years (preferably the latter)
Salary:	According to Experience

We are seeking an enthusiastic and experienced individual to join the Conveyancing Team at Bower Bailey Solicitors.

The person appointed will:

- Be qualified with a minimum of 3 and maximum of 5 years post-qualification experience in the field of primarily commercial conveyancing (Solicitor or CILEX) with a willingness to undertake some residential work;
- Be able to demonstrate detailed knowledge and technical expertise in dealing with a commercial property conveyancing caseload (and some residential), with minimum supervision;
- Be able to work independently but also with the other members in the Team;
- Be able to generate their own referrals
- Help evolve a marketing strategy for the Conveyancing Team;
- Be fully engaged with the firm's marketing strategy and be prepared to attend marketing events in a post COVID-19 environment, produce marketing literature etc.

Essential Skills:

The appointed person must:

- Have excellent organisational skills;
- Have a commercial and creative mindset;
- Have a proven ability of working to deadlines;
- Have good IT skills, preferably with experience on case management systems;
- Have a track-record of producing effective marketing campaigns and relationship building to introduce new work into the department;
- Have an ability to generate their own client base.

Salary and benefits:

The position is offered on a Full-Time basis. The appointed person will be based at our offices in Witney. We are a friendly firm with a flexible approach.

- Salary according to experience.
- 25 days annual leave plus normal Bank Holidays.
- Pension

Application: In writing with CV by email to Sally Bailey.

Email: sbailey@bowerbailey.co.uk