

PERSON SPECIFICATION

JOB TITLE: Solicitor/Legal Executive
 BUSINESS GROUP: Commercial Property
 LOCATION: Portsmouth

Criteria	Essential	Desirable
Skills/Qualifications	<u>Skills</u> <ul style="list-style-type: none"> • 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 • Exceptional Client Care Skills • Marketing/Networking Skills 	
Knowledge	<ul style="list-style-type: none"> • Commercial Property • Non-Routine Conveyancing • Conditional Contracts • Commercial Leases • Overage 	<ul style="list-style-type: none"> • Case Management • Land development
Experience	As Above	<ul style="list-style-type: none"> • Working in a firm of similar size to us
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> <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 	<p>Well connected</p> <p>A following</p>

	<ol style="list-style-type: none"> 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 	
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