PERSON SPECIFICATION (Fee Earner)

JOB TITLE: SOLICITOR/LEGAL EXECUTIVE
BUSINESS GROUP: COMMERCIAL – EMPLOYMENT LITIGATION
LOCATION: SOUTHAMPTON

Criteria	Essential	Desirable
Skills/Qualifications	<u>Skills</u> • 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	Employment Law	Case Management
Experience	As above	Working in a firm of similar size to us
Presentation	• Presentable appearance • Good telephone manner	
Attributes	A "Warner Goodman person" is one who shows at all times:- 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	Well connected A following

	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	