

PERSON SPECIFICATION

JOB TITLE: Fee Earner
 BUSINESS GROUP: Commercial Litigation
 LOCATION: Southampton

Criteria	Essential	Desirable
Skills/Qualifications	<p><u>Skills</u></p> <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 	
Knowledge	General Civil Litigation	Case Management
Experience	As above	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 4. An enthusiasm for the firm, its people and its clients 5. A sense of pride and 	<p>Well connected</p> <p>A following</p>

	<p>loyalty towards the firm and its people</p> <p>6. A flexible attitude towards their job description</p> <p>7. A passion for delighting our clients</p> <p>8. A desire to communicate with our clients and our people in a polite, friendly, approachable and pragmatic manner</p> <p>9. An ability to deliver fees and focus on individual profitability</p> <p>10. A desire to seek continual innovation and improvement</p>	
--	--	--