**Solicitor Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Solicitor to join our private practice law firm and advise smaller companies and individuals on legal matters such as writing wills, property conveyancing, custody cases, divorce settlements and so on.

**Roles & Responsibilities**

Responsibilities include, but are not limited to:

* Give legal advice
* Research cases and legislation
* Draft legal documents
* Liaise with clients and other professionals such as barristers
* Represent clients in court

**About you**

* You will demonstrate a strong client service ethos and have outstanding interpersonal and communication skills
* You will manage your own case load independently, and be confident in managing your own time/budget costs as your matters progress
* You can demonstrate a track record of successful delivery, be commercially minded and will probably have experience from a top tier law firm
* You will be looking for a new challenge in a smaller firm which can offer unique opportunities for work/life balance and career development, and where you can rapidly gain industry recognition for your expertise

**What you’ll get in return**

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]