

BISHOP & SEWELL LLP

JOB DESCRIPTION

POST: Newly Qualified to 1 Year PQE Solicitor Company Commercial

ACCOUNTABLE TO: Company Commercial Department

JOB PURPOSE: Will be required to work across several specialist areas including, corporate, commercial, finance, banking, insolvency, capital markets (debt and equity) and mergers & acquisitions.

EXPERIENCE, SKILLS AND PERSONAL QUALITIES:

1. Relevant Experience

Previous Company Commercial experience preferable in the following areas: corporate, commercial, finance, banking, insolvency, capital markets (debt and equity) and mergers & acquisitions.

2 Personal Qualities

- Considerate personality who is willing to contribute to a fun and friendly working environment.
- Confidence to meet the challenges of working on a diverse range of corporate projects at any one time.
- Enthusiastic team player with a flexible approach.
- Confident communicator (both verbal and written) to develop relationships and become a trusted adviser.
- Self-starter / a starter finisher.
- Ability to self-manage delegated tasks and bring in support where required.
- Willingness to undertake marketing and business development.
- Ability to perform in a pressurised work environment meeting competing deadlines and ensuring accuracy of work at all times.
- Ability to take work seriously but not take oneself too seriously.
- Must be comfortable working as part of a larger team with a focus on team, not personal, goals.

3 IT Skills

Excellent IT skills are essential.

This job description is current and subject to yearly review in consultation with the job holder. It is liable to reflect and anticipate necessary changes to support the Firm strategy.

Post Holder _____ Dated _____

Line Manager _____ Dated _____