

POSITION DESCRIPTION – COMMERCIAL PROPERTY / COMMERCIAL SOLICITOR 0-3 PQE

SECTION A:

Employer:	Saunders Robinson Brown (SRB)
Position Title:	Commercial Solicitor
Reporting To:	Commercial Partners
Location:	Christchurch
Functional Relationships:	Internal Commercial Practice Group Leader Commercial Partners SRB Employees External Clients Lawyers Referrers

SECTION B:

Position Objective:	To: (a) Provide commercial property and general commercial legal advice and services to SRB's clients (under the guidance and supervision of SRB's senior commercial lawyers); and (b) Work with and support SRB's senior commercial lawyers in the provision of legal advice and services to SRB's clients; and (c) To learn and develop sound commercial property and general commercial legal skills and knowledge; and (d) To build and maintain positive working relationships internally and externally.
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SRB's Background:	From offices in Christchurch and Rangiora, the experienced team at SRB provides legal advice and services in the areas of commercial law, property law (both commercial and residential), trusts and estates, civil litigation and dispute resolution, family law, and employment law. SRB prides itself on its approachable, client-centred culture, and its commitment to being the best at what we do and a great place to work.
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Staff Numbers: Partners – 17
Staff – 80 including Partners

SECTION C: KEY TASKS

Key Tasks:

- Provide commercial property and general commercial legal advice and services to SRB's clients (under the guidance and supervision of SRB's senior commercial lawyers)
 - Build positive relationships with, and deliver exceptional client service to, SRB's clients
 - Build excellent internal working relationships and positively contribute towards SRB's culture and work environment
 - Liaise with lawyers/accountants/banks/legal executives/agents
 - Attend to settlements
 - Review and draft contracts and agreements
 - Undertake research and draft legal opinions
 - Regularly attend and be involved with firm / industry events
 - Regularly attend relevant professional courses and programmes to learn, and keep up to date with, relevant areas of law.
 - Manage your work load in conjunction with your supervisor/s
 - Carry out non-chargeable tasks which may be assigned to you
 - Undertake all other duties that may be reasonably requested of you from time to time
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SECTION D

Qualifications

- Tertiary qualification in Law

Experience

- Up to 3 years of experience
- Experience in Commercial Law or Property Law (commercial, or residential) is preferable

Skills and Knowledge

- Exceptional interpersonal skills with the ability to quickly establish credibility and build excellent working relationships internally and externally
- Exceptional communicator, both written and verbal
- Excellent organisation, time-management and prioritisation skills
- Well-developed computer skills
- Ability to work collaboratively in a team to support other team members
- Strong analytical and research skills
- Detail orientated

Personal Attributes

- Honest
- Reliable
- Diligent