

## POSITION DESCRIPTION – COMMERCIAL SOLICITOR (0-3 PQE)

### SECTION A:

<b>Employer:</b>	Saunders Robinson Brown (SRB)
<b>Position Title:</b>	Commercial Solicitor
<b>Reporting To:</b>	Commercial Partners
<b>Location:</b>	Christchurch
<b>Functional Relationships:</b>	<b>Internal</b> Commercial Practice Group Leader Commercial Partners Professional Staff  <b>External</b> Clients External Partners, Suppliers

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### SECTION B:

<b>Position Objective:</b>	<p>The Commercial Solicitor position will provide support to the commercial partners and wider commercial team. You will be involved with a broad range of commercial work from leasing, commercial property sale and purchases, business sale and purchases, company law and general commercial matters.</p> <p>You will work with existing clients with a view to developing those relationships and maintaining a high level of client service.</p>
<b>Background:</b>	<p>From offices in Christchurch and Rangiora, the experienced team at SRB provides professional legal advice on commercial and company law, property law, trusts and estates, civil litigation and dispute resolution, family law and employment law. In addition to these core practice areas, SRB also provide specialist advice in insurance law, sports law and rural law. SRB prides itself on its approachable, client-centred culture, and commitment to ensuring an integrated and relationship focused approach throughout the firm.</p>
<b>Staff Numbers:</b>	Partners – 17 Staff – 80 including Partners

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## SECTION C: KEY TASKS AND SPECIFIC ACCOUNTABILITIES

### 1. Commercial Support

*Provide timely and accurate day to day guidance and support to commercial partners, staff within the commercial team and clients ensuring adherence to best practice, standardised processes and procedures.*

#### **Key Responsibilities:**

- Receive instructions and report to senior lawyers
- Build relationships with clients and meet, phone or email clients to advise on or report on matters and to deliver exceptional client service
- Correspond with lawyers/accountants/banks/legal executives/agents
- Request electronic transfer of funds and attendances from firm trust accountants
- Attend to refinancing transactions
- Review and draft contracts and agreements including the sale and purchase of property
- Complete settlements of transactions
- Undertake research and draft legal opinions
- Advise on guarantees
- PPSR registration and searches
- Formation of companies and searching Companies Office
- Regular and productive business development

### 2. Professional Development

*Ensure your on-going professional development in agreement with the Commercial Practice Group Leader.*

#### **Key Responsibilities:**

- Attend relevant and value adding professional courses and programmes to keep up to date with Commercial Law areas.

### 3. Other Tasks

*Carry out other tasks and duties as and when required.*

#### **Key Responsibilities:**

- Being an active member within the fee earners group and attend all meetings
- Build and maintain excellent internal relationships contributing to SRB's culture and positive working relationships
- Manage work in conjunction with supervisor
- Complete non-chargeable productive tasks as assigned
- Work within the firm's financial management practices and procedures

- Duties are carried out in a timely and accurate manner, and in accordance with SRB's policies and procedures
- Undertake all other duties that are reasonably requested from time to time
- Commitment to the SRB Contribution Criteria

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## **SECTION D**

### **Qualifications**

- Tertiary qualification in Law

### **Experience**

- Up to 3 years of legal experience

### **Skills and Knowledge**

- Exceptional interpersonal skills with the ability to quickly establish credibility and build excellent working relationships with internal and external clients
- 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
- Financial management skills
- Strong analytical and research skills
- Detail orientated

### **Personal Attributes**

- Forward thinking and action orientated
- Determination and perseverance
- Resilience
- Methodical, practical and conscientious
- Adaptable