



Job Title: Solicitor/Paralegal (Legal Assistant)

Department: Private Client (Contentious Probate)

Position: Full Time

Experience: 3-5 years

Location: Newton Abbot

Salary: Competitive

WBW Solicitors is one of the largest legal practices in the South West, with offices based in Newton Abbot, Exeter, Torquay, Paignton, Bovey Tracey and Launceston. With clearly defined divisions catering for business and private clients, our teams are able to offer the very best legal advice through a full range of legal services to individuals and businesses, across a wide range of areas and commercial sectors.

The Role:

Due to recent growth and expansion our well established and busy contentious probate team are looking for a bright and motivated additional team member.

- 1) To provide a high quality, effective, legal service for WBW Solicitors as a member of the contentious probate team in the Private Client Department.
- 2) To promote and develop the contentious probate team.
- 3) To promote and develop the firm.
- 4) Maintain the high reputation of the firm.

Legal Services

To provide an efficient, effective and complete legal service ensuring client satisfaction at all times; seeking support and advice from other members of the team whenever necessary.

Skill and Knowledge

To develop personal skills, expertise and experience in the area of private client and contentious probate. To be aware of current issues and updates. To have carried a full caseload for 3-5 years, ideally an element of this being contentious probate, but this is not essential. 3-5 years' experience in non-contentious probate matters is a requirement, as is a keen interest in developing in to the world of contentious probate. The role will be broad and varied, with the successful candidate carrying a mixed caseload of both contentious and non-contentious private client matters. Able to use all Microsoft applications and, ideally, experience with probate case management and Will building programmes.

Quality

To make sure that quality standards are understood and adhered to at all times. To promote a high quality of service and to maintain file administration, carry out reviews as directed and comply with the firm's quality standards policies and procedures outlined in the firm's Practice Manual. To adhere to the firm's Equality and Diversity Policy at all times.

Profitability

To achieve any billing, time and fee earning targets set; to co-operate with the firm's credit control arrangements; to manage time effectively and ensure billing is carried out regularly. Ensure recommendations and cross-referrals occur to other departments and personnel within the firm.

The Candidate:

The successful applicant must be able to work effectively within a team. The contentious team work closely and a strong team ethos is essential. Task assignment amongst the team is constant to ensure the matter is undertaken in the most cost effective manner possible.

Possess the willingness to promote the firm and develop personal connections; to market the services of the department internally to the rest of the firm and WBW's services as a whole externally. Experience in marketing and practice development would be welcomed.

The successful candidate must be professional, organised, competent, enthusiastic and ambitious. To work with other fee earners and seek advice and assistance whenever needed to develop knowledge and skills, and to improve ability. Ensure that all courses booked are attended including any management courses provided to develop personal skills.

Need to have access to a motor vehicle for work use and be insured for work purposes. The contentious probate team is based within our Newton Abbot office and the successful candidate will primarily work from here. However, we also have offices in Torquay, Bovey Tracey, Exeter, Paignton and Launceston and the successful candidate must be able to travel to these offices independently as and when required.

Contact Details:

If you would like further information or would be interested in applying for this vacancy please contact Julie Bond, HR Manager at WBW Solicitors on juliebond@wbw.co.uk.