



Job Title: Legal Executive/ Senior Paralegal

Department: Private Client

Position: Full or Part Time

Experience: Experience required

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 private client team are looking for a bright and motivated additional team member, ideally with Cilex qualifications.

- 1) To provide a high quality, effective, legal service for WBW Solicitors as a member of the Private Client Department.
- 2) To promote and develop the team.
- 3) To promote and develop the firm.
- 4) Maintain the high reputation of the firm.
- 5) Excellent knowledge in all aspects of Wills, probate and estate administration and Power of Attorney is essential.

#### *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 work of private client. Ensure that you are aware of current issues and updates.

#### *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.**

#### *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.

*Teamwork*

To work with other members of the team to ensure that work is carried out efficiently and effectively.

*Business Development*

To promote the firm and develop personal connections; to market the services of the **department internally to rest of the firm and WBW's services as a whole externally.**

*Personal Development*

To ensure that all courses booked are attended including the professional skills course and any management courses provided to develop personal skills. To work with other fee earners and seek advice and assistance whenever needed to develop knowledge and skills and improve ability.

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](mailto:juliebond@wbw.co.uk)