



**Job Title:** Solicitor or Legal Executive

**Department:** Private Client

**Position:** Full Time

**Location:** Newton Abbot

**Salary:** Competitive

WBW Solicitors is one of the largest legal practices in the South West, with offices based in Torquay, Paignton, Newton Abbot, Exeter, Bovey Tracey, Launceston, Exmouth, Sidmouth & Honiton. 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, across a wide range of areas and commercial sectors. We reward our hard-working staff with flexibility, competitive salaries with a generous holiday plan and a fantastic benefits package.

**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.

- 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 department internally and externally.
- 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. To be aware of current issues and updates. To have carried a full caseload for at least 3 years. ACTAPS and/or STEP membership welcomed but not essential.

**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. 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. WBW have offices in Torquay, Paignton, Newton Abbot, Exeter, Bovey Tracey, Launceston, Exmouth, Sidmouth & Honiton and the successful candidate must be able to travel to these offices independently as and when required.

**Contact Details:**

For further information regarding this role, or to apply, please send your CV and a covering letter to [recruitment@wbw.co.uk](mailto:recruitment@wbw.co.uk).