

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Solicitor</b>
<b>DEPARTMENT:</b>	<b>Commercial Property</b>
<b>OFFICE BASE:</b>	<b>Ashford</b>
<b>REPORTING TO:</b>	<b>Partner</b>

### KEY JOB RESPONSIBILITIES/DUTIES:

Conduct of client matters including:

- Commercial property sales and purchases
- Lease renewals, assignments and subletting
- Freehold and Leasehold Titles
- Drafting and negotiating contracts for sale, transfers, leases and agreements for lease
- Licences, guarantees and legal charges
- Providing appropriate technical and practical advice to clients on commercial property matters
- Liaising with the remainder of the commercial team in respect of all transactions and where relevant any associated business sales and purchases
- Compliance with the firm's routine time recording, accounts and administrative disciplines
- Attending departmental meetings and such training as necessary and approved by the Head of Department, in order to deliver a proper standard of service to the clients
- Play an active role in sustaining and developing the Commercial Property department by networking and participating in the Firm's social media activities and marketing events.

### GENERAL OBJECTIVES:

- To agree clear objectives linked to the Firm's business plan and participate in the performance management system, assessing performance and giving feedback as relevant
- To have a personal development plan and evaluate the effect of training on achievement
- To clearly identify the standards and systems required to continually improve our service to clients
- To comply with all the Firm's relevant policies and procedures
- To ensure confidentiality on all appropriate matters and recognise that any breach of this confidentiality will be treated very seriously.

July 2023

Signed ..... Date .....