

RJR Solicitors Job Description



Title of Post Commercial Assistant

Line Manager Head of Commercial Department

Place of Work Based at Ryde Office - visiting other offices as required

Introductory Statement

RJR Solicitors is one of the oldest continuously-established law firms on the Isle of Wight. The firm was originally founded in 1902 by John Robinson of Ryde.

The firm is one of the largest locally-owned legal firms on the Isle of Wight and currently employs over 25 staff based in three offices in Ryde, Newport and Freshwater.

RJR's reputation and longevity have always been founded on its ability to deliver the highest quality legal services on the Isle of Wight in a cost-effective way. New staff are expected to embrace these values as the firm continues to develop to meet new challenges.

Role Summary

The Commercial Assistant will be responsible for undertaking basic Commercial Department work, with assistance and under supervision.

Main Responsibilities

- To undertake limited client work relating to Commercial work in accordance with rules of professional conduct and procedures set out in the firm's manuals.
- To adopt efficient departmental working practices that will help ensure that commercial targets are achieved or surpassed.
- To attend on request departmental meetings and training sessions and make a positive contribution to them.
- To be familiar with, and ensure the effective practice of, the firm's key policies and procedures.

Key Tasks (relating to above Responsibilities)

- To undertake under supervision client work on behalf of the commercial department. Specifically file opening, preliminary title investigations, requesting property searches, preparing Stamp Duty Land Tax returns, initial preparation of standard documents, dealing with basic enquiries, overseeing execution of agreed documents and limited legal research.
- To ensure that a high standard of professionalism and client care is maintained at all times.
- To assist in the management of files according in line with in-house policy and guidelines and any professional regulatory requirements.
- To make full use of the Case Management system and other applicable software.
- To prepare routine letters and documents in accordance with agreed standards and procedures.
- To maintain thorough administrative records in accordance with agreed standards and procedures. To include: filing, recording telephone conversations, photo-copying, scanning and collating documents.
- To act as point of contact for departmental callers and visitors: dealing with queries in a professional and personable manner and in accordance with agreed standards and procedures.
- To help co-ordinate, in conjunction with fee earners, appropriate diary systems.
- To be familiar with, and ensure the effective practice of, the firm's policies in relation to health & safety, money laundering, data protection and equality & diversity.
- Any other reasonable duties as may be reasonably required.

Essential Qualities

- Educated to GCSE Level with passes at Maths and English (or equivalent)
- Ability to touch type
- Computer literate
- High professional standards and integrity
- Ability to thrive in a fast-paced team environment
- Ability to work accurately
- Good interpersonal skills
- Living in, or willing to relocate to, the Isle of Wight.

Desirable Qualities

- Educated to A Level or higher
- Familiar with Word, Excel and Outlook
- Familiarity with the legal working environment, possibly with some experience of property or commercial work
- Experience of using a case management system
- A car driver with access to a car to visit branch offices / clients as required.