



SINCE 1768
GEPP
SOLICITORS

Private Client Solicitor

Job Description:

We have an opportunity for an experienced solicitor to join our Private Client Department in our Chelmsford office.

This is a full-time position suitable for an experienced fee earner specialising in private client matters. This role offers opportunity for progression.

The successful candidate will work within a team that has a reputation for hard work, innovation and commitment.

Duties:

- To undertake fee earning work, working both independently with minimal supervision and as a member of the team.
- To maintain existing relations with the firm's clients and assist and help develop new relationships.
- Managing private client matters, with a particular focus on:
 - preparation of Wills and trusts.
 - advising clients with regard to LPAs and Deputy Orders.
 - administration of estates and trusts.
 - managing relationships with IFAs, accountants and clients.
- Maintaining a high level of professionalism and ensuring client matters and information are kept confidential

Requirements:

- At least 6+ years PQE or equivalent
- Excellent client facing skills and the ability to nurture existing clients and third-party relationships as well as the ability to help develop new business and assist in networking events.
- Excellent written and verbal communication skills with a demonstrated ability of building effective and trusting relations with people internally and externally to the firm.
- Proven high level organisational and time management skills with the ability to think ahead, prioritise workload, respond to and manage changing circumstances and work under pressure to meet deadlines.
- A flexible, adaptable and positive attitude to work.
- To achieve agreed financial targets, both in respect of fee income and the recording of chargeable hours.

Salary and Benefits:

- Competitive salary
- Free parking
- 25 days annual leave in addition to bank holidays
- Life Assurance (4 x annual salary)
- Income Protection
- Health Cash Plan which includes discounted gym membership and many other offers
- Employee Assistance Programme
- Monthly staff lottery

We are committed to recruiting individuals on merits of suitability for each role, based on qualifications and experience. All applications are treated fairly and equally regardless of age, disability, gender reassignment, Marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. This ensures are equal opportunity at all stages of the recruitment process.

Please submit your CV (maximum double sided) and a short covering letter to Megan Johnson, HR Assistant. E: recruitment@gepp.co.uk.