



Vacancies

15.03.10

Assistant Solicitor - Clinical Negligence / Personal Injury

Location: Coventry

We are looking to recruit a full time Assistant Solicitor to assist the Department Head with Clinical Negligence / Personal Injury work.

JOB SUMMARY

- Responsible for management of own caseload of Claimant Clinical Negligence / Personal Injury work under minimal supervision
- To work in accordance with the Office Manual and Quality System
- To act at all times in an appropriate way as a member of the legal profession and to comply with all professional requirements as set by the Law Society from time to time

MAIN DUTIES AND RESPONSIBILITIES

- Own caseload progression and billing
- Undertaking work in accordance with the requirements of the Office Manual
- Profitability of department and achievement of agreed targets.
- Compliance with quality systems and LSC
- Marketing of department

SKILLS AND EXPERIENCE

- Experience in running a Clinical Negligence / Personal Injury caseload
- Ability to build up a full working caseload
- Ability to work within the discipline of office targets, budgets and billing requirements
- Technical ability

KNOWLEDGE REQUIRED

- Sound knowledge of Clinical Negligence / Personal Injury Law and Civil Procedure, plus undertaking appropriate continuing education to update and retain that knowledge
- Knowledge of Medico legal



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ATTENDANCE AT MEETINGS

- Fee Earner meetings
- Department meetings
- Other meetings as required

CONTACT:

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If you need any further information about matters in this information sheet, please do not hesitate to contact us.