**Personal Injury Newly Qualified Solicitor**

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| Department | EL |
| Reporting to | Head of department |
| Job description updated | October 2024 |

**About Us**

Established in 2000, Express Solicitors is an award-winning law firm that deals with personal injury and clinical negligence claims. Based in Manchester, we serve clients nationwide and are currently ranked 70 out of more than 10,000 law firms. We have a 5-star rating on Trustpilot from over 6,500 reviews, which coming from our clients means a lot to us. We are proud of the work we do helping injured people, and this is the core of our business.

**Role**

We are currently looking for a newly qualified solicitor to join our thriving firm.

You will be handling a diverse caseload to include some pre and post litigation claims from cradle to grave. Tenacity, ability, and enthusiasm are more important than qualification.

We have high quality non-CMC sources for all our work, ensuring that our lawyers only deal with genuine cases.

**Responsibilities**

* Managing a caseload of personal injury claims from cradle to grave
* Conducting thorough legal research and providing sound legal advice to clients
* Preparing and drafting legal documents, including pleadings and witness statements
* Negotiating settlements and representing clients in court when necessary
* Working in a target driven, fast paced environment
* Collaborating with colleagues to ensure the successful outcome of cases.
* Keeping up to date with changes in relevant laws and regulations

**Person Specification**

* At least six months experience within the Personal Injury sector.
* Exceptional client care and quality control skills.
* Experience with initial client inception (including risk assessments, setting up the file and relevant paperwork).
* Previous exposure to providing client advice.
* The ability to handle a caseload with supervision.
* Previous exposure to providing client advice, instructing experts, analysing reports and valuations advantageous.
* Ideally you will have drafted particulars for service, prepared quantum evidence, schedules of loss, instructed counsel, drafted witness statement and replies.
* Proven billing track record of handling a litigated caseload.
* A focus on advancing cases to and through litigation to achieve the best possible outcome for our clients.
* Knowledge of the civil procedure rules, precedent, trends in litigation, and an ability and willingness to utilise the same to achieve the best possible outcome for our clients.
* Demonstrable experience of dealing with litigated files from inception, through applications and challenges, to trial / disposal hearing.
* Knowledge of Proclaim case management system.

**Salary, hours & benefits**

* Newly qualified rate is £36,000. Along with a very generous commission scheme, paid monthly in arrears. We can be flexible for candidates with pre-qualification experience.
* Our standard working hours are 8:30am to 5:30pm Monday-Thursday and 8:30am to 5pm Friday.
* 3/2 hybrid working pattern after probation.
* 23 days holiday a year, rising to 26 days, plus public/bank holidays.
* Extra day’s holiday for your birthday after 2 years’ service
* 3 holiday buy backs per year after 1 year of service
* Private medical insurance after 2 years’ service.
* Enhanced Maternity leave payment if you have over 1 year’s tenure, further enhanced at over 4 years’ service.
* Death in service
* 24/7 onsite Gym access
* Netball/Football team, 10km Manchester team and more
* Active social committee with generous departmental and firm-wide social budget.
* Active training culture and various groups and events such as Diversity and Inclusion.
* Other benefits including Employee Assistance Programme, free fruit & annual (optional) flu jab.

**Recruitment Process**

To apply, send a CV to [recruitment@expresssolicitors.co.uk](mailto:recruitment@expresssolicitors.co.uk) or visit our careers page on [www.expresssolicitors.co.uk/careers](https://url.uk.m.mimecastprotect.com/s/CrxGC6YmXhBDAPSp48qa?domain=expresssolicitors.co.uk)

Interviews will be conducted by MS Teams and will include scenario-based & Technical questioning.

Our employees are our most important asset, we rate skill and ability above all else and our recruitment policy encourages applications from all.

By applying for this vacancy, you are giving us consent for to process your data in line with our Privacy Policy, full details of which can be found on our company website [Privacy notice for website users | Express Solicitors](https://www.expresssolicitors.co.uk/privacy-policy)