

## **Job Description**

Experienced Commercial Property Solicitor  
London Based

### **About Gregg Latchams:**

Gregg Latchams offers a comprehensive range of legal services to businesses and individuals based around its Bristol and London offices.

The company is ambitious and progressive with strong vision and growth strategies and is recognised for its innovative approach to the development of legal practice.

As long established solicitors, with roots dating back to the 1690s, the company is large enough to be a key player in the marketplace whilst still maintaining a family feeling for employees.

Gregg Latchams, London office is located on Fitzhardinge Street, just a short walk from Oxford Street and within walking distance of London Paddington.

Gregg Latchams offers exciting opportunities to motivated individuals who share our vision. The company is looking to attract and retain the most talented people in the fields in which it specialises and to create an environment in which they can flourish personally and professionally and progress based on their contribution, commitment and merit.

### **1.0 About the role**

This is an opportunity for an enthusiastic and motivated solicitor with experience of commercial property matters. It is anticipated that this will be a full time, permanent position based at the company's London office to achieve the following:

- 1.1 To undertake fee earning work, working both independently, with minimal supervision and as a member of the team;
- 1.2 to maintain existing relations with the firms clients and assist and help develop new relationships with third party referrers;
- 1.3 have experience in Commercial Property, with a particular focus on acting on Landlord and Tenant matters, pension sales and leasebacks, investors, occupiers and secured lenders and some development work;
- 1.4 must be willing to work closely with other departments within the firm on joint projects;

- 1.5 must be willing to participate in the growth and future development of the department, assisting in the build up the client base and marketing the Firm's branded services such as "GreenLaw" and "In house Lawyer";
- 1.6 a willingness to assist in developing sustainability sector at the firm, some interest and knowledge of this sector whilst not a pre requisite would be advantageous.

## **2.0 Knowledge, skills and experience**

The successful candidate will have:-

- 2.1 good "hands on" commercial property experience in Landlord and Tenant matters, secured lending work, investment sales and purchases;
- 2.2 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;
- 2.3 the ability to prioritise work and to work to strict timescales where required;
- 2.4 technical proficiency and good IT skills;
- 2.5 a strong academic background;

## **3. Our Expectations**

- 3.1 to comply with the Company's policies in the carrying out of duties and to assist Partners and other fee earners in achieving a smooth throughput of work;
- 3.2 to support the successful development of the Company in line with its overall objectives including client care;
- 3.3 participate in marketing activities and actively seek cross referral opportunities and to market the Firm's services;
- 3.4 use the firm's IT and case management systems;
- 3.5 to achieve agreed financial targets, both in respect of fee income and the recording of chargeable hours;
- 3.6 to ensure the confidentiality and security of all Company and client documentation and information;
- 3.7 to maintain high standards in the processing of client work, both in respect of professional standards and client care;
- 3.8 to maintain good professional working relationships with external institutions and organisations;

- 3.9 to adhere to agreed Practice procedure as determined from time to time, especially as related to quality standards;
- 3.10 through training and other means, to keep fully up to date with relevant legislation and practice;
- 3.11 any other matters reasonably required by the Directors.

### **Equal opportunities**

Gregg Latchams is committed to promoting diversity and inclusion within the firm. The company is committed to tackling all forms of discrimination and ensuring that our staff and everyone that we deal with is treated equally and fairly, and with dignity and respect.

### **How to apply**

If you are interested in applying for this role, please contact Jennifer Bennett in the first instance by emailing [jennifer.bennett@gregglatchams.com](mailto:jennifer.bennett@gregglatchams.com).