

# Going Places Ltd.



**JOB REFERENCE:** 123-SJS10025  
**JOB TITLE:** Trainee Solicitor  
**EMPLOYER:** GOING PLACES LTD  
**LOCATION:** SALISBURY  
**SALARY:** £16650+ Starting Salary  
**WORKING HOURS:** 35-37 per week

## DESCRIPTION

If you are interested in the law and want a career in legal work, this job could be ideal for you. As a solicitor it would be your job to advise clients about the law, and act on their behalf in legal matters. Your clients could be individuals, groups of people or companies.

There are different ways to become a solicitor and all involve academic and vocational training over several years.

To be a solicitor you will need strong spoken and written communication skills. You will need to be able to analyze large amounts of information. You will also need confidence and the ability to work under pressure.

## DUTIES TO INCLUDE

- Advising clients about legal matters
- Representing clients in court, or instructing barristers or advocates to act for your clients
- Drafting letters, contracts and documents
- Researching similar cases to guide your current work
- Keeping financial records
- Attending meetings and negotiations
- Preparing papers for court.

## **SKILLS REQUIRED**

- Strong spoken and written communication skills
- The ability to absorb and analyse large amounts of information
- A high level of accuracy and attention to detail
- The ability to explain legal matters clearly to non-experts
- Excellent organisational skills
- Ability to deal with all types of people

## **PERSONAL QUALITIES**

- Confidence and a persuasive manner
- The ability to work under pressure and manage several cases at once
- Tact and empathy
- Respect for confidentiality
- Skills with figures, if you deal with property and financial work

## **QUALIFICATIONS REQUIRED**

To do a qualifying law degree, known as LLB, you will usually need at least five GCSEs (9 - 4) and three A levels with good grades

Please send your CV, Application Form and a covering letter to:

Mrs Chloe Newton  
Going Places Ltd  
37 Guild Street  
London  
EC3R 9EH

Quoting Job Reference.