

JOB DESCRIPTION

Job Title: Fee Earner

Department: Cavity Wall Insulation Claims

Reports to: Team Leader // Operations Manager

Job Summary:

We are looking for a fee earner to join our growing Cavity Wall Insulation Claims department.

This person will dedicate their self to providing a high level of customer service while working in a fast paced, target driven environment.

Are you an experienced litigator in a different area of law looking for a new challenge?

Are you a recent law graduate looking for an exciting opportunity?

If yes, then get in touch as we have opportunities at all experience levels at this time of growth.

Key accountabilities:

- Progress a caseload of Cavity Wall Insulation claims in an efficient and effective manner.
- Being the first point of call to advise your clients and keep them up to date.
- Review chartered surveyor reports to assess liability.
- Investigative work to identify the correct Defendant.
- Negotiation with third parties, their insurers or solicitors to achieve the best outcomes for our clients.
- Drafting schedules of loss and Court Proceedings where appropriate.
- Liaising with Counsel and other experts.
- To adhere to and contribute to internal processes.
- Contribute to business objectives and profitability.

Person Specification:

- Strong communications skills and excellent time management.
- Commitment to deliver excellent client and operational outcomes.
- Proactive team player.
- Experience of managing a caseload is desirable.
- Litigation experience is desirable.