

## **JOB DESCRIPTION**

**Job Title:** Personal Injury Fast Track Fee Earner

**Department:** Personal Injury Department

**Reports to:** Head of Operations

### **Job Summary:**

We are looking for an experienced personal injury fee earner to join our growing personal injury department.

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

You will have knowledge & experience of the MOJ portal and dealing with liability & quantum disputes.

### **Key tasks and accountabilities:**

- To manage & assist on a mixed personal injury caseload – RTA& EL/PL/OL.
- To be a primary source of contact & support for our clients on a day to day basis.
- You will be performance driven while still providing a high standard of client care.
- Make appropriate contribution to the wider business in knowledge sharing.
- To adhere and contribute to internal processes.
- To contribute to the business objectives, profitability & brand.
- To comply with the Solicitors Accounts Rules and Rules on the Professional Conduct of Solicitors & to keep up to date with relevant law changes.

### **Person Specification:**

- Excellent negotiation & communication skills.
- Willing to go above & beyond for their clients.
- Expert knowledge in personal injury
- Performance driven