

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 role will focus on developing our new motorbike proposition. The person will be involved in developing the department, processes and supporting department learning.

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 along with fixed recoverable costs & litigation.

Key tasks and accountabilities:

- To manage & assist on a road traffic accident personal injury caseload (Predominantly motorbike)
- 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 – Specifically motorbike claims
- Performance driven