

# Lawyer Job Description Template

We are looking to hire a Lawyer with brilliant research and analytical skills. Lawyers are expected to display sound judgement with outstanding problem solving and communication skills. Lawyers will be expected to meet with clients and provide well informed legal advice based upon their situation, assist and guide clients through legal matters they find themselves in and ensure that the legal rights of your clients are being upheld. To ensure success, Lawyers should be professional and well informed with a keen interest in maintaining the law while protecting their client's rights. Top candidates will display fantastic interpersonal, written and verbal communication skills.

## Key Responsibilities:

- Monitor legal risk in documentation and give guidance
- Interpret laws, rulings and regulations
- Conduct legal research and gather evidence
- Ensure that appropriate approvals are in place before documents are executed
- Provide informed legal advice
- Offer legal representation at arbitration or mediation hearings
- Draft, review and manage wills, trusts, estates and contracts
- Manage regulatory and compliance related services
- Facilitate innovative solutions to client problems
- Manage and oversee paralegals and legal assistants

## Personal Specification:

- Degree in Law is essential
- Experience with drafting and reviewing legal documents
- Strong negotiation skills
- Analytical thinker
- Natural leader
- Good attention to detail
- Ability to work under pressure and meet tight deadlines
- Ability to work both independently and as member of a team
- Excellent interpersonal skills
- Excellent verbal and written communication skills