

## Job Description

Job title: Associate

Department: Business & Trust Law Group

Jurisdiction: Guernsey

### Purpose of the role

To provide technically sound legal advice on a range of issues, whilst building and maintaining productive relationships with clients and intermediaries

### Key Responsibilities

- Support senior fee earners by providing technically sound legal advice directly to clients with appropriate supervision
- Deliver chargeable hour's budget
- Manage 'work in progress and debt' in accordance with business standards
- Contribute to producing fee estimates and quotations
- Ensure clients are fully informed as to the fees and disbursements that will be incurred on each matter and provide updates as required
- Understand the full range of services offered by Ogier and seek opportunities to develop new client work
- Deliver excellent client service at all times
- Coach and develop, in conjunction with seniors, the development of juniors

### Competencies

- Qualified Lawyer with up to 3-4 years of PQE
- Excellent academic background, including 2:1 at degree, plus Commendation/Distinction at LPC (or equivalent)
- Experience from a relevant law firm environment, ideally within a Magic/Silver Circle firm (or equivalent)
- Excellent drafting and written communication skills
- Build commercial awareness and share knowledge and relevant new information with your immediate team in know how sessions
- Keep up to date with technology and business tools relevant to the role
- Be proactive in ensuring all financial matters are timely and up to date
- Begin to develop negotiating skills with client when producing fee estimates and quotations
- Ability to spot, identify and follow through business development opportunities
- Build productive and strong relationships both internally and externally
- Ability to delegate appropriate tasks to juniors
- Assist with the coaching of bursary students and summer interns as and when appropriate
- Promote team work and develop strong relationships with immediate team members

### Contact

To apply for this role please send your CV to [recruitment@ogier.com](mailto:recruitment@ogier.com)

Regulatory information can be found at [ogier.com](http://ogier.com)