



ABD legal Services Ltd

Job Title:	Corporate Lawyer		
Location:	Chippenham (minimum of two days per week to be spent in Chippenham)	Travel Required:	Yes, if required to other office locations
Level/Salary Range:	Competitive	Position Type:	Full time/permanent
Line Management Responsibility for:	A team of two people	Date Posted:	
Responsible to:	Head of Commercial Department.		

Job Description

About Awdry Law:

Established in 1750, we are an award-winning firm having been presented in the past with the Law Society's Excellence Award for Innovation and two awards for excellent customer service. From our offices in Devizes, Chippenham, Marlborough, Royal Wootton Bassett and Swindon, we serve clients in Wiltshire, Berkshire, Hampshire, Somerset, Gloucestershire, Bath, London, and throughout the UK. We provide a comprehensive range of first-class legal services for individuals, families, and businesses.

Our purpose is to provide excellent client service and exceed expectations by being dynamic, inspiring, and proactive; client service is at the heart of everything we do. We have a fantastic group of people who work hard, are dedicated and demonstrate great commitment so in return for aiming towards these standards we will back you, help you to improve and support you in being the best we can.

Why You'll Love Working with Us:

Join us and be part of a culture that values creativity, hard work, individuality, ambition, and fun! We offer competitive pay, fantastic employee benefits, and the opportunity to grow in a thriving, forward thinking environment. And yes, our legendary social outings are not to be missed! This is more than a job; it's a chance for you to develop new skills and be part of our success.

We have a fantastic group of people who work hard, are dedicated, and demonstrate great commitment so in return for aiming towards these standards, we will back you, help you to improve and support you in being the best we can. Our values are the platform upon which everything is built:

Everything starts with you

People matter, whether you are a client or part of our team

Always driving forwards

We always show ambition and energy to achieve results

Be Brilliant

We create positivity, excellence, and innovation in all we do

Every person, every time

We are consistent and reliable and give our best, every time.

We also want people to enjoy working here and we aim to do this by creating a positive, supportive, and forward-looking environment. Our values are the platform upon which everything is built - excellent client service and making this a great place to work.

ROLE AND RESPONSIBILITIES

Job Purpose:

To work within the Commercial Department managing a varied corporate caseload. The successful candidate will have the provision of excellent client service at the heart of what they do and develop business for the department through networking and marketing activities.

Typical Activities:

Responsibility for: -

- Fee Income for all aspects of corporate work such as share sales and purchases, business sales and purchases, drafting company articles etc.
- Identifying improvements and to plan innovatively for better service delivery.
- Developing and maintaining strong & profitable client relationships, critical to the success of the department. Consistently high level of service delivery to meet client’s expectations.

ESSENTIAL SKILLS & EXPERIENCE AND QUALIFICATIONS

- 4 to 5 years PQE
- Solid experience of company corporate law
- To have the ability to remain calm, polite and focused when dealing with different situations
- To have outstanding communication skills both verbal and written
- A high level of attention to detail
- The ability to build relationships and work collaboratively with all employees
- To enjoy a varied workload and working at pace
- The ability to make sound decisions, taking ownership when required.
- To present in a professional manner
- To be motivated, self-sufficient and to have excellent time management skills
- To demonstrate flexibility in approach
- To have excellent IT skills including Microsoft packages.
- Must have full UK driving license and own transport.

Additional Notes:

You will be expected to attend all update training as required.

This Job description is not intended to cover all aspects of the role. You may be required to complete other tasks that are in keeping with the general nature of the position.

Reviewed By:	JB	Date:	29012025
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