**Job Description**

Role: **Solicitor / Legal Executive / Paralegals**

Department: **Credit Hire**

Overview

We are looking for a fee earner to deal with fast-track credit hire litigation claims.

Role & Responsibilities

The successful candidates will be required to:

* Checking and review of initial information
* Identifying and processing files to be rejected
* Checking and recording/dairying important dates (e.g. limitation, striking out, setting down, application for judgment, directions, assessment of damages, trial)
* Keeping individual client database/files up to date
* Reviewing files and reporting regularly to clients, introducers, team leaders or others
* Liaising with witnesses and expert witnesses
* Liaising and negotiating with insurers, solicitors, courts, Counsel and other agencies
* Preparing files for issue of court proceedings
* Preparing files for CMC’s, assessment of damages hearings and trial
* Reporting to team leader any difficulties or delays on files
* Attending team meetings
* Providing statistics in relation to files handled upon request
* Preparing/presenting files for costing
* Notifying accounts of disbursements incurred/to be recovered
* Considering information/updates in relation to legal procedures and/or assessment of quantum. This will include analysis of credit hire issues relating to need, period, rate, enforceability etc. including consideration and analysis of basic hire rates reports.
* Dealing promptly with telephone enquiries from clients, introducers and others
* Assisting other team members as necessary
* To carry out such other duties as might reasonably be requested by the Partners

Candidate Requirements & Attributes

* At least 1 years’ litigation experience and credit hire experience
* A good knowledge of legal concepts, good drafting skills.
* A strong understanding of core liability, causation, consent and quantum issues.
* Knowledge of legal procedure including issue and service of proceedings, directions timetables, experience in obtaining factual and expert evidence, trial preparation
* Experience of drafting simple schedules of loss
* Ability to liaise with Counsel and experts appropriately and professionally.
* Good client care skills & excellent attention to detail
* IT literate.
* Strong organisational skills and ability to prioritise. These are essential requirements.
* Team player with a positive, enthusiastic, conscientious and pro-active approach.
* Ability to cope with conflicting demands and meet deadlines.
* Communicates effectively at all levels, both verbally and written.
* Ability to demonstrate behaviour in keeping with the firm’s core values.

Salary

A **competitive** salary will be offered plus performance-based bonus scheme.

Hours

Minimum of 28 hours per week. Working day is usually 9am – 5pm with 1-hour unpaid lunch break.

About TRUE

Recognised by the Legal 500 and with over 25 years’ experience, we are regarded as one of the top specialised Law Firms in the UK & we are delighted to be ranked once again in the **2023 UK Edition for Personal Injury and Clinical Negligence**. We’re also committed members of APIL (Association for Personal Injury Lawyers) and a dedicated law firm for Headway (The Brain Injury Association).

Across our two offices (Newcastle & Birmingham) our experienced solicitors and their talented teams focus on obtaining compensation for clients who have suffered as a result of a personal injury, clinical negligence, credit hire or housing disrepair. We also have our dedicated residential conveyancing team accredited by the Law Society, helping those buying, selling or re-mortgaging their homes, and a fantastic strategic support network comprising HR, Marketing & Business Development, Finance and Compliance.

We pride ourselves on delivering expert, professional, and trustworthy support to our clients, which has been reflected in our Trustpilot Reviews - We’re delighted to be rated ‘Excellent’ by our clients. Maintaining this service is incredibly important to us.

TRUE Perks

We’re proud to offer our employees:

* Performance Based **Bonus Scheme**
* **Hybrid working** (office & home working) if eligible.
* **23 days holiday, plus Bank Holidays** per annum increasing to 26 days. Additional holiday for 5 years’ service.
* **Holiday Purchase Scheme** (You can buy up to 1 week’s annual leave).
* **Attendance bonus**.
* **Death in Service** following 1 years’ service.
* Auto-enrolment **Company Pension**.
* **Employee Assistance Programme** 24-hour helpline
* **Travel to work schemes**; Bike to Work Scheme, Public Transport Pass Scheme
* Annual flu jab and eyecare scheme.

To apply, email your CV and covering letter: [**HR@true.co.uk**](mailto:HR@true.co.uk)