



attwells^{LLP}
Solicitors

Job Title:	Training Contract Opportunity
Location:	Ipswich
Hours:	9am - 5.30pm
Salary:	Living Wage – currently £17,062.50
Other benefits:	Participation in discretionary £100 Gross Monthly Bonus Scheme and 15% Team Bonus Scheme Interest Free Travel Loans Long service benefits after 4 years of employment
Holiday:	25 day per annum
Pension:	Auto enrolment on to our pension scheme from late 2016

Who are Attwells?

With its head office in Ipswich Attwells Solicitors is the leading property firm in East Anglia with a boutique London office. Committed to helping its people get ahead Attwells' lawyers are positive and enjoy strong personal relationships with their clients.

Working at Attwells is about the "4Ps":

Personal – Caring for our clients and one another
Professional – Always acting with trust and integrity
Progressive – Growing and improving for our clients and ourselves
Positive and being a "can-do" team player.

If this is you then we would like to hear from you.

From 1 May to 31 August each year Attwells operates discretionary "Summer Fridays" closing at 5pm every Friday.

Attwells believes in rewarding long service and therefore all employees who have been with Attwells for over 4 years are entitled to the following:

- Free parking contribution to travel
- Private medical cover
- Private health insurance

The Role

We are looking for high calibre law graduates with, or currently studying for, their LPC. The successful candidate will join our conveyancing department as a conveyancer having responsibility for their own files.

You will work in a team supported by an assistant fee earner and will report to a Conveyancing Manager.

In-house training and support will be given to help you develop your experience and skills with a view of being offered a training contract once your performance has been proven.

No guarantee of a start date for a training contract can be given as it will depend on the individual's performance but an average timescale would be 12-18 months.

Essential Skills

- Good use of Word and generally strong IT skills
- Demonstrable excellence in client care/customer service
- Strong academic background
- Strong communication skills
- Strong organisation skills

Competencies

- Positive outlook
- Team player
- Professional
- Personable
- Caring
- Capable of demonstrating self-improvement
- Ambitious

To apply please send your CV, Covering Letter setting out why you would like to 'work at Attwells' and Equal Opportunities Monitoring Form (which can be found on our website) to emma.matthews@attwells.com