



PERSON SPECIFICATION

Post:		
Trainee solicitor		
Department:		
Various		
Requirements	Essential	Desirable
Educational attainment	Law degree or equivalent LPC graduate	
Knowledge required	Working knowledge of using Windows, Microsoft Office, Outlook and case management systems Knowledge and understanding of the firms ethos Knowledge and understanding of the areas of law in which we specialise	
Experience required		Legal experience e.g. legal secretarial or paralegal work. Other non-legal

		experience which is relevant to the areas of law in which we specialise.
Skills and aptitudes required	<p>Excellent oral and written communication skills</p> <p>Good attention to detail</p> <p>Commitment to professional development</p> <p>Good prioritisation and time management skills</p> <p>Excellent client care</p>	
Personal qualities required	<p>Actively engages with others to build relationships and adapts personal style accordingly</p> <p>Ability to work calmly under pressure</p> <p>Willingness to work in a team</p> <p>Motivation to join and promote Howells LLP</p>	