

Client Enquiries Executive

Holmes & Hills are a large regional law firm that has grown significantly in recent years and who are continuing to grow.

The Firm's large team of solicitors and legal professionals have earned a reputation for offering a wide range of specialist legal services to individuals, businesses and local authorities across the South East and East Anglia.

Holmes & Hills has several departments specialising in a wide range of private client and commercial work. The Firm prides itself on providing expert legal services whilst keeping control of costs. For more information on who we are please see our website www.holmes-hills.co.uk.

THE ROLE

We are currently looking for someone to fill a new position within our growing marketing team. In this role you will play a pivotal part in growing the business through assisting individuals who are making enquiries with the Firm about our wills, lasting powers of attorney and residential property conveyancing services. The aim is to convert these enquiries into instructions.

THE DAY TO DAY

Your day to day work will include:

- Being the first port of call for prospective clients, providing information on services and selling service benefits
- Managing the enquiries pipeline, with timely following-up and accurate reporting of enquiries at different stages
- Liaising with secretaries and lawyers
- Distributing the incoming work to the lawyers
- Distribution of communications via email and post

WHAT EXPERIENCE DO I NEED?

You will need to enjoy promoting and selling, as well as enjoy working towards and exceeding realistic targets. Successful experience in a sales position and working to sales targets will be considered an advantage. Training will be provided on the legal services to be discussed with prospective clients.

WHAT SHOULD I HAVE?

- Strong communication skills including a confident phone manner
- Be sales driven and target orientated
- Great at building relationships
- Self-motivated

WHAT ARE WE OFFERING?

A competitive salary, a target related reward and a supportive, relaxed and flexible work environment.

WHO WILL I BE WORKING WITH?

You will work closely with the Head of Business Development [Philip Davies](#) and will work besides Paige Hornabrook our New Enquiry Lead for Residential Property.

