

Example job profile at Ashfords LLP

Job title: Trainee Legal Executive in the tech team

Location and hours: Bristol, full time

Salary range: Varied

Summary

Ashfords represent a diverse mix of entrepreneurs, companies and investors across a wide range of high-growth technology sectors. As a Legal Executive, we invest our time to understand our client's goals and use our legal and industry expertise to design an appropriate solution to help them achieve it.

Responsibilities and duties

- Advising on legal issues, contractual risks and how to mitigate them;
- Drafting, reviewing and negotiating legal documents;
- Documenting and creating processes to support services to clients;
- Administering recurring client-facing processes such as periodic reports to key clients.

Qualifications and skills required

- A law degree or equivalent qualifications
- 2-3 years on-the-job training under qualified lawyers' supervision.
- Ashfords looks for people who are ambitious, business savvy and innovative.
- Key skills include communication, adaptability and the ability to learn.