

<b>Position</b>	Commercial Lawyer
<b>Location</b>	Newbury / Swindon / Maidenhead / Oxford
<b>Salary</b>	Negotiable DOE
<b>Work pattern</b>	Monday – Friday, 0900 - 1730

**Exec Recruitment Solutions are currently working on behalf of a forward thinking, innovative and friendly law firm based in Newbury, Maidenhead, Swindon and Oxford which has grown substantially in recent years and has a turnover of over £13 million and a headcount in excess of 200.**

The ideal candidate will be able to handle a broad range of commercial work. They currently work with a wide range of clients including startups and entrepreneurs, charities, SMEs and privately owned businesses and major multi-national corporates.

### What will the role involve?

- Drafting and negotiating commercial agreements including Terms & Conditions (B2B & B2C), distribution agreements and IT contracts
- Contract reviews (e.g. supplier contracts / licensing contracts)
- Data protection advice and privacy document reviews
- Providing transactional support to the Corporate team, including due diligence, disclosure and negotiating warranties
- Assisting with the process, co-ordination and project management of matters
- Developing strong working relationships with other teams
- Contributing to knowledge management within the Commercial team and wider firm
- Use of document management systems, CRM systems and know-how databases
- Marketing and business development, including attending networking events, liaising with key referrers of the firm, producing content for social media and the website and (with appropriate support) presenting at seminars and other events

### What's in it for you?

In addition to a competitive salary, you will also have access to a wide range of benefits including:

- Flexible leave
- Cycle to work scheme
- Continued Professional Development Programmes
- Wellbeing Initiative
- Perkbox employee benefits scheme

### Who are we looking for?

- Previous experience in a commercial firm
- Excellent organizational skills
- Ability to work independently and as part of a team

- Ability to build and manage own caseload of matters as well as dealing with delegated work
- Experience of marketing and business development
- Experience of developing junior members of the team
- Hands on approach with proven ability to work under pressure
- Excellent communication skills, written skills and a commercial approach
- Build strong relationships
- Willingness to participate in firm activities and initiatives being undertaken at the firm
- Able to demonstrate use of initiative and being proactive
- Regular and efficient user of a time recording system
- Experience of billing, administration processes, compliance and risk management
- Flexible work practices, including working from a range of offices, according to need
- Demonstrate integrity, accountability, respect and commitment to the firm

#### Next steps:

If this opportunity inspires you or you'd like to know more, please contact Sophie Burnett.

Apply via email with an updated CV (Word and PDF formats) and a brief summary of your current position to [sophie@execrecruitmentsolutions.com](mailto:sophie@execrecruitmentsolutions.com). We can't wait to hear from you!

**Date:** August 2024