

*Forward thinking*  
Straight talking



# *Legal Secretary*

JOB SPECIFICATION

Gateley / LEGAL

<b>POSITION:</b>	Legal Secretary
<b>LOCATION:</b>	Belfast
<b>CONTRACT TYPE:</b>	Permanent

## The *role*

We are looking to recruit a proactive Legal Secretary who can provide support to our residential and commercial Real Estate teams in Belfast. You will join our established and highly respected Real Estate team who act on a variety of residential sales, purchases and remortgages, development, finance, investment, and Landlord and Tenant matters across Northern Ireland and England and Wales.

Unlike some of our competitors, our Legal Secretaries retain a traditional role, working closely with a small number of fee earners as opposed to being part of a national pool of secretaries. We offer a hybrid working arrangement of 4 days in the office 1 day at home for full time staff.

## The *team*

Our national Real Estate team has an outstanding reputation for its technical and commercial expertise across all disciplines, including commercial development, commercial investment, mixed-use development, landlord and tenant, retail and leisure, finance and securitisation, real estate litigation, planning and environmental.

The Team also supports Gateley Legal's corporate, banking and restructuring teams who act for a wide variety of corporate clients and banks as well as national insolvency practices. It also works hand in glove with our non-legal property businesses Gateley Capitus, Gateley Hamer, Gateley Vinden, Gateley Smither Purslow and Gateley RJA which give us a unique market advantage with property investment and development clients. The Team is friendly, supportive, and sociable and you can expect to be supported by the partners and senior team members and in turn asked to support junior members of the team.

## The *person*

The successful candidate will be confident liaising with multiple stakeholders and clients, proactively organising and managing diaries and taking the lead on tasks to ensure an exceptional and seamless secretarial support service.

### **In particular, we look for the following attributes:**

- Previous legal secretarial experience particularly as regards residential conveyancing.
- Ability to type, draft and produce documents efficiently, and with ease is essential.
- First class communication skills both written and verbal.
- Excellent levels of accuracy.
- Initiative to learn and ability to self-motivate.
- Experience of working under pressure to tight deadlines with the ability to remain calm.
- Capability to prioritise and multitask effectively, with good time management and organisational skills.
- Always demonstrate discretion and the ability to maintain absolute confidentiality at all times.
- IT skills - Microsoft word, typing, case management use, formatting and editing documents

## The *benefits*

With support, coaching and feedback from some of the most engaging colleagues around our great development and progression opportunities will reward your commitment and loyalty. We offer a competitive remuneration package where you'll be rewarded for your individual performance with an opportunity to receive an annual bonus.

In addition, we have a wide range of learning and development opportunities via our Learn platform to develop new skills and progress your career. Our My Flex comprehensive rewards package includes options covering annual leave (and the benefit of purchasing extra days), cycle to work, critical illness benefit, employee assistance programme, group personal pension, health care, season ticket loan and many more benefits (grade dependent). Finally, with Perks At Work/Home you can select a host of retail benefits that suit your needs alongside a Community Online Academy, free courses for all from fitness to coding to languages to hip hop dance.

## We are *Gateley*

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100 companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it. We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe, Trusted to Do and Working Together. Every year across the group, we recognise members of our team that have gone and above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

## *Diversity, inclusion and well being*

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

## Additional Information

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.



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