

A group of four professionals (three men and one woman) are walking down a modern, white staircase with a metal mesh railing. They are engaged in conversation and smiling. The woman in the foreground is wearing a green shirt and red trousers. The man next to her is wearing a red sweater and brown trousers. The man further back is wearing a grey shirt and dark trousers. The woman in the background is wearing a black and white checkered dress. The staircase is set against a light-colored wall with a wooden ceiling.

Forward thinking
Straight talking

Legal Secretary- Pensions

JOB SPECIFICATION

Gateley /

POSITION: Legal Secretary- Pensions

LOCATION: Birmingham

CONTRACT TYPE: Permanent

The *role*

We are seeking a dynamic Legal Secretary to join our Pensions team, providing high-quality support to multiple fee earners up to Legal Director level. This is an excellent opportunity to join a collaborative and ambitious team within our growing Birmingham office. The role may also involve supporting other areas of the business on an ad hoc basis.

Responsibilities include:

- Typing (including letters, legal advice, attendance notes, and legal documents), including from dictation
- Diary management: making appointments, arranging travel, and managing schedules
- File management: opening and closing matters, processing invoices, and maintaining accurate records
- Assisting with the organisation of business development events
- Liaising with clients: taking messages and ensuring a professional, responsive service

This job description is not an exhaustive list due to the requirements of the role. Therefore, the job holder may be required from time to time to carry out other ad hoc tasks as requested.

The *team*

Our Pensions team is recognised for its technical expertise and practical approach, working closely with business lawyers and professionals across the firm. We advise a diverse client base, including trustees, employers, and pension scheme members, delivering clear, commercial advice that supports our clients' objectives.

We continue to develop and evolve our proposition and are looking for individuals with a 'can do' mentality to join the team

The *person*

Candidates will be able to demonstrate the following attributes:

- Previous experience in a similar legal secretarial role (experience in pensions or a related area is desirable but not essential)
- Excellent typing speeds and attention to detail
- Strong diary management and organisational skills

- Confident communication skills, both written and verbal
- The ability to work under pressure and meet deadlines
- Initiative, flexibility, and a collaborative approach
- A commitment to delivering a high standard of client service

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.



Gateley /