Legal Secretary

JOB SPECIFICATION

Gateley / LEGAL

POSITION:	Legal Secretary
LOCATION:	Manchester
CONTRACT TYPE:	Permanent

The *role*

Fantastic opportunity for a proactive and driven experienced Legal Secretary to join our leading Banking team, supporting Partners Richard Sealy and Chris Lister, as well as our wider team of fee earners. This role is based in our Manchester office. While a regular office presence of three days per week is required, Gateley fully embraces hybrid working, offering a mix of home and office work. If you're seeking a role within a supportive, ambitious, and energetic team, and want to join an award-winning law-led professional services business, we'd love to hear from you.

The *team*

Our Banking & Finance team has a wealth of experience in all aspects of banking & finance transactions. We act for lenders across the sector, providing end to end advice which helps our clients to manage risk and comply with regulatory requirements. We act for a wide range of financial institutions including the major UK clearing banks, challenger banks, specialist lenders, asset-based lenders and numerous fund-based lenders.

Our borrower client base encompasses a wide variety of organisations including large corporates, owner-managed businesses, property developers and investors, many of whom we have had a close on-going relationship with for a number of years.

Our practice is extensive and wide ranging covering a wealth of banking expertise.

We have one of the most active private equity and acquisition finance offerings in the market, with experience of acting for private equity houses, management teams and debt funders (including banks and speciality debt funds) across a number of debt structures).

We also have an extensive real estate finance practice, with experience in real estate acquisitions, investments and developments and managing extensive portfolios with relationships with various lenders, major house builders and developers across a range of sectors.

We have experience in specialist work for asset-based lenders. As well as acting for many ABL funders in the market, our breadth of experience and knowledge of each funder's requirements means that we are also able to act

The *person*

The successful candidate will be confident liaising with colleagues, clients and external parties, 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:

- At least three to five years' previous legal secretary experience is essential.
- Experience within a professional services environment is highly desirable.
- Experience and competence in:
- Typing, drafting and producing documents efficiently and accurately.
- Document management – to include generating documents using Word, Power Point and Excel.
- Experience completing manuscript amendments.
- General secretarial tasks that may vary depending on workload and capacity – to include compliance tasks as required.
- Diary management, ideally including travel and event booking.
- First class, confident communication skills, both written and verbal.
- Excellent levels of accuracy.
- Capability to prioritise and multitask effectively, with good time management and organisational skills.
- Willing to continually learn and adapt to new procedures.
- Ability to take initiative and self-motivate.
- Experience of working under pressure to tight deadlines while remaining calm.
- Always demonstrate discretion and maintain absolute confidentiality.
- IT skills - Microsoft Word, Microsoft Excel, dictation, typing, formatting and editing PDF documents.

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 *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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