



Forward thinking
Straight talking

Office Administrator

JOB SPECIFICATION

Gateley / RJA

POSITION: Office Administrator

LOCATION:

CONTRACT TYPE: Permanent

The *role*

We are looking for a talented and ambitious Office Administrator who is dedicated to providing an excellent service to join our growing Office Administration team.

If you are looking for an opportunity to work within a supportive, ambitious, growing and energetic team and would like to join an award-winning law led professional services business, we would like to hear from you.

You will be responsible for the following:

- Audio type minutes, Clerk of Works reports and documentation within required timescales.
- Ensure workload trackers are updated accurately.
- Provide an exceptional level of service to all clients, contacts, and fellow colleagues.
- Answer incoming calls in a professional manner and forwarding calls and messages to colleagues.
- Maintain organisational systems.
- Other administration duties as requested by Office Manager/Director for example: photocopying and
- binding, greeting visitors and ordering stationery and equipment

The Team

Gateley RJA is a Chartered Quantity Surveying Practice who offer a comprehensive range of construction consultancy services, including quantity surveying, project management, employer's agent, clerk of works, and advisory services.

Their team is experienced in various construction sectors such as health, care, industrial and manufacturing, residential, conservation, and commercial.

Gateley RJA is dedicated to delivering tailored solutions to meet the specific needs of their clients, ensuring that project budgets, timelines, and quality standards are consistently met. They pride themselves on building long-lasting relationships with clients, with much of their work coming from repeat business and personal recommendations.

Gateley RJA hold Investors in People Gold status, and strive to maintain a welcoming and people focused working environment.

The Person

Candidates will be able to demonstrate the following attributes:

- Experienced audio typist.
- High level of attention to detail and commitment to quality.
- Excellent communication skills across a range of stakeholders.
- Highly proficient in the Microsoft Suite namely Word and Excel.
- Excellent organisational and time management skills.
- Demonstrable experience of working as part of a team.
- Willingness to learn and adapt as the business continues to expand.

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 / RJA