

*Forward thinking*  
Straight talking



# ***Corporate Legal Secretary / Clerical Assistant***

JOB SPECIFICATION

Gateley / LEGAL

<b>POSITION:</b>	Corporate Legal Secretary / Clerical Assistant
<b>LOCATION:</b>	Manchester
<b>CONTRACT TYPE:</b>	Permanent

## The *role*

Fantastic opportunity for a proactive and driven Legal Secretary/Clerical Assistant to join our leading Corporate team, supporting a team of 20 fee earners along with a team of secretaries.

This role is based in our Manchester office and a regular office presence of four days per week is required. The role will develop with training and experience, but we expect the successful candidate to be involved with assisting fee earners in some of the below aspects:

- Assisting with file opening
- Carrying out KYC and AML checks
- Assisting with billing
- Audio typing
- Typing and drafting correspondence
- Amending documents
- Diary Management
- Booking meetings
- Arranging and booking travel and accommodation
- Archiving files
- Updating and maintaining databases
- Scanning and preparing documentation

## The *team*

Our Corporate team has a wealth of experience in all aspects of Corporate transactions and with a team of 70 corporate lawyers nationally, we advise clients on all types of corporate activity across the UK.

We are seeking to recruit a dynamic legal secretary/ clerical assistant to support our busy corporate team in Manchester. You'll be part of a team of 4 secretaries and will be working on a broad range of matters.

Unlike some similar sized firms, we don't have a centralised pool of legal secretaries, our role is traditional in the sense you'll build a real relationship with your fee earners and how they like to work.

## 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 6 to 12 months previous legal secretary / legal assistant experience is essential
- Demonstrate good administrative skills, IT proficiency, using Word, Power Point and Excel.
- Strong organisation skills, attention to detail
- Willing to continually learn and adapt to new procedures.
- Always demonstrate discretion and maintain absolute confidentiality.

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.

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 *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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