

*Forward thinking*  
Straight talking



# ***Corporate Paralegal***

JOB SPECIFICATION

Gateley / LEGAL

<b>POSITION:</b>	Corporate Paralegal
<b>LOCATION:</b>	London
<b>CONTRACT TYPE:</b>	Permanent

## The *role*

We're looking for a Corporate Paralegal to join our London Corporate team. This is a hands-on role supporting a busy transactional practice, working closely with our corporate lawyers in London and across our national Corporate Unit. You'll play a key part in keeping matters moving, owning the essential "engine room" tasks that make deals run smoothly, and helping the wider team stay focused on the work that adds the most value for clients.

You'll gain exposure to a broad mix of corporate work including M&A, private equity, venture capital, corporate structuring and investments, with the opportunity to develop quickly and take on increasing responsibility over time. We support hybrid working, balancing office-based collaboration with flexibility.

## The *team*

With a team of 100 corporate lawyers nationally, we advise clients on all types of corporate activity across the UK. We're proud to be recognised nationally, including Corporate Law Firm of the Year (Insider Media Dealmakers Awards).

Our national structure means you'll be part of a collaborative team, with real opportunity to learn from experienced deal teams and build your skills on a varied range of matters.

## The *person*

The successful candidate will have:

- A law degree (or equivalent) and/or be working towards a post-graduate legal qualification, or you may be a career paralegal looking to develop in a high-performing corporate environment
- Strong organisation and attention to detail, with the ability to manage multiple priorities and deadlines
- Confident, clear communication skills (written and verbal) and a professional, discreet approach
- Good IT skills and comfort working with transaction documents and processes
- A collaborative mindset and the flexibility to support transactional activity when the pace picks up
- Exceptional attention to detail

## 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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