



Forward thinking
Straight talking

File Destruction & Facilities Assistant

JOB SPECIFICATION

Gateley /

POSITION:	File Destruction & Facilities Assistant
LOCATION:	Birmingham
CONTRACT TYPE:	Permanent

The *role*

Working within Gateley's Facilities team, the File Destruction & Facilities Assistant will be responsible for keeping our Birmingham office running smoothly. You'll split your time between secure file archiving/destruction and hands-on facilities support, if you've got real get-up-and-go, you'll make a visible impact from day one.

This role provides the opportunity to deliver an excellent level of service to internal and external clients, and to ensure that the needs of the business are met to a high standard.

Key responsibilities:

This is a truly blended position, with an equal split between archiving responsibilities and day-to-day facilities support—offering variety, momentum and a clear sense of impact across both areas

Facilities Responsibilities

- Daily post duties to include opening and scanning post, hourly post rounds collecting internal and external post and dispersing of post, couriers and stationery.
- Franking all Royal Mail and DX post at the end of the day.
- Organise couriers when needed.
- DX monitoring.
- Responsible for online stationery orders.
- Ordering and keeping track of stationery stock.
- Manage online system for stationery & archiving.
- Assist with general building maintenance when required.
- Liaise with contractors/suppliers.
- Cover other Facilities team members when required.
- Assist with file archiving and retrievals.
- Assist with file destruction processes.
- Assist with room set ups.
- Reprographics support.
- Assist with recycling initiatives.
- To be aware of and comply with the company's policies and procedures.

Archiving Responsibilities

- Retrieving original documents from storage or files.
- Logging and accurately tracking files throughout their lifecycle.
- Coordinating the electronic movement and storage of documents to support Gateley's paper-lite approach.
- Destroying original documents securely and compliantly once electronic copies are confirmed.
- Working collaboratively with the Archiving Group to ensure consistency and compliance.
- Pulling original documents, logging them and managing their transition into electronic format before destruction.
- Supporting the wider archiving workflow, including file disruption and file destruction tasks.
- Scanning documents as required to maintain complete and accessible electronic records.
- Completing stationery orders and managing stock levels through our online supplier system.
- Providing ad hoc administrative support linked to file management when needed.

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 work with the wider new business team on ad-hoc projects.

The *team*

Our dynamic and hardworking facilities team take responsibility for the firms' facilities and property management across all offices to make sure the surrounding environment is suitable to work in.

The services we manage include cleaning, security, energy management, health and safety, replenishing stationery and furniture supplies, and taking care of any internal moves/changes along with office relocation and refurbishments.

The team also oversees the distribution and delivery of internal and external post, including DX mail. We manage the process of archiving and file destruction, act as the liaison with landlords, agents, and tenants, as well as managing the commercial insurances for the business.

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

The *person*

The role is suitable for those with experience of working in a property or legal environment.

Candidates will be able to demonstrate the following attributes:

- The ability to work effectively in a team with other divisions of the business- for example: Client Services/Security.
- Excellent inter-personal skills and a confident manner.
- A strong team work ethic and the ability to work effectively under pressure.
- A willingness to get involved in and help wherever needed as this is a very varied role.
- Drive, commitment, self-motivation and a "can do" attitude.
- Professionalism at all times.
- Exceptional attention to detail.
- Experience working a similar role is desirable, not essential as a full induction will be provided.

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 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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