

*Forward thinking*  
Straight talking



# ***Residential Development Administration Assistant***

JOB SPECIFICATION

Gateley / LEGAL

<b>POSITION:</b>	Residential Development Administration Assistant
<b>LOCATION:</b>	Leeds
<b>CONTRACT TYPE:</b>	Permanent

## The *role*

We offer an exciting entry-level role for those seeking hands-on legal experience with a prestigious team. Successful candidates will join our Site Set Up and Infrastructure Team within the Residential Development team in Leeds.

The successful candidate will assist fee earners with the following:

- Opening matter files, including AML/KYC processes
- Instructing bank transfers and handling invoices
- Calling clients and third parties
- Drafting letters
- Handling Land Registry requests
- Producing documents
- Billing files
- Scanning, copying, and electronically filing documents
- Completing dictations
- Closing files with all invoices and fees settled
- Scheduling meetings and appointments
- Handling incoming and outgoing mail
- Supporting the team with various administrative duties as needed

This is an excellent opportunity for you to gain extensive experience by collaborating with leaders in the field on complex Residential Development matters.

## The *team*

We are the leading residential development and urban regeneration legal team in the country acting for 18 of the top 20 UK housebuilders, institutional landowners such as Oxford University and other large-scale sector participants.

We advise over the complete life cycle of new build housing from initial heads of terms, acquiring the land, obtaining planning permission, building out the scheme and the sale of the new homes.

We also advise our PLC clients at Group level on national issues such as cladding remediation post-Grenfell and Competition and Markets Authority investigations.

The team, consisting of over 240 members located in 8 offices across England, functions within Gateley Plc's Property Platform. This platform includes more than 700 professionals such as lawyers, surveyors, engineers, architects, accountants, and support staff who offer a cross-disciplinary service to our property clients.

The Plot Sales team handles the sale of around 15,000 new homes, generating £3 billion annually. These sales are managed from three regional hubs using advanced IT processes and automation.

## The *person*

Applicants must have at least five GCSEs graded A\* - C/9-4 or equivalent. No prior legal experience is required; full training and support will be provided.

We value teamwork and collaboration, making this ideal for motivated team players.

Applicants must demonstrate the following attributes:

- Strong written and verbal communication skills
- Teamwork ability
- Interest in administration
- Willingness to learn
- Attention to detail
- Strong organisational skills
- Proficient IT skills, especially Microsoft Word and Excel
- Discretion and professionalism
- Ability to multitask
- Proactive attitude
- Adaptability
- Time management skills

## 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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