

*Forward thinking*  
Straight talking



# *Central Support Assistant*

JOB SPECIFICATION

Gateley /

<b>POSITION:</b>	Central Support Assistant
<b>LOCATION:</b>	Birmingham
<b>CONTRACT TYPE:</b>	Permanent

## The *role*

This is an exciting time to join our Central Support function as we look to recruit an organised and collaborative individual into our Birmingham office. This role requires the successful individual to attend the office full-time. We are looking for someone with administration experience, ideally in a legal or professional services environment.

### **Key Responsibilities:**

- General administration tasks as requested by fee earners and the wider business.
- Dealing with internal and external post, circulating to relevant fee earner.
- Scanning, filing and archiving legal documentation.
- Dealing with enquiries for documents to be released returned to clients.
- Sending out specified documents for registration and signing.
- Opening up initial files and managing file closures.
- Providing assistance with ad-hoc general administration project work.

## The *team*

Our Central Support team is fundamental to the continued success of Gateley PLC! The team provides office-based services across all business lines and all UK based offices to assist those members of staff who are working from home or remotely.

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

## The *person*

Candidates must be able to demonstrate the following skills:

- Previous experience working in an administration role is desirable.
- First class communication skills both written and verbal.
- Able to work flexibly and under pressure.
- Thrives managing high volumes of work and meeting tight deadlines.
- Comfortable working across all areas of work undertaken by Gateley.
- Mindset to gain understanding of regulatory requirement and Gateley procedures and willingness to adhere to these.
- Willingness to develop colleague relationships.
- Enthusiasm to try "something new".
- Attention to detail and excellent organisation skills.
- Experience of Microsoft Office is desirable.

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 by Accounts.

## 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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