



Forward thinking
Straight talking

Legal Secretary
- Commercial Dispute Resolution

JOB SPECIFICATION

Gateley /

POSITION:	Legal Secretary - Commercial Dispute Resolution
LOCATION:	Nottingham
CONTRACT TYPE:	Permanent

The *role*

An excellent opportunity for a proactive and self-motivated Legal Secretary to join our leading Commercial Dispute Resolution (CDR) team who can provide support to our wider team of five fee earners and our CDR Partner Claire Herbert. The role will be based at our Nottingham office.

The role requires a working arrangement of four days per week in the office, with the opportunity of one day per week working from home.

If you are looking for an opportunity to work within a supportive, ambitious, growing and energetic team, and would like to join an award-winning law led professional services business, we would like to hear from you.

The *team*

Our national CDR team is experienced in and manages a wide variety of commercial disputes for a range of clients, including shareholder and boardroom disputes, , defamation, professional negligence, breach of restrictive covenants, private wealth disputes, breach of contract, and breach of warranty claims. CDR have an enviable reputation for a proactive and proficient approach to commercial litigation and dispute resolution. Their expertise means they can handle a broad range of disputes, working with private individuals as well as large corporates on a national and international basis.

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:

- Ideally at least three to five years' previous legal secretary experience (to include personal assistance experience) is absolutely essential.
- Experience within a litigation team is desirable.

Experience and competence in:

- Typing, drafting and producing documents efficiently and accurately.
- Document management.
- Raising bills and assisting where required with any relevant financial or accounting information.
- Compliance tasks, e.g. conflict checks, anti-money laundering procedures, client opening.
- Diary management, ideally including travel and event booking.
- First class, confident communication skills, both written and verbal.

- Excellent levels of accuracy.
- Capability to prioritise and multitask effectively, with good time management and organisational skills.
- Willing to continually learn and adapt to new procedures.
- Ability to take initiative and self-motivate.
- Experience of working under pressure to tight deadlines while remaining calm.
- Always demonstrate discretion and maintain absolute confidentiality.
- IT skills - Microsoft Word, Microsoft Excel, dictation, typing, formatting and editing PDF documents.

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.



Gateley /