

*Forward thinking*  
Straight talking



# *Legal Secretary*

JOB SPECIFICATION

Gateley / LEGAL

<b>POSITION:</b>	Legal Secretary
<b>LOCATION:</b>	Birmingham
<b>CONTRACT TYPE:</b>	Permanent

## The *role*

An excellent opportunity for a proactive and self-motivated Legal Secretary to join our leading Commercial Dispute Resolution (CDR) team in Birmingham. You will provide high-quality secretarial and administrative support to fee earners, ensuring the smooth running of client matters and contributing to the team's success. This role requires a regular office presence, with flexibility for hybrid working in line with Gateley's forward thinking approach. Key Responsibilities

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- Provide comprehensive secretarial support to fee earners, including diary management, document production, and file management.
- Prepare correspondence and legal documents to a high standard.
- Liaise confidently with clients, colleagues, and external parties.
- Manage billing processes and maintain accurate records.
- Ensure compliance with Gateley's policies and procedures.

## The *team*

Our national CDR team handles a wide variety of commercial disputes for a diverse client base, including asset finance litigation, shareholder and boardroom disputes, professional negligence, breach of contract, restrictive covenants, and private wealth disputes. We work with private individuals and large corporates on both national and international matters. The Birmingham team is collaborative, ambitious, and committed to delivering exceptional client service.

## The *person*

In particular we look for the following attributes:

- Minimum 12 month's experience as a Legal Secretary, ideally within litigation or dispute resolution.
- Strong organisational skills and ability to prioritise a varied workload.
- Excellent communication skills, both written and verbal.
- Proficient in Microsoft Office and case management systems.
- Ability to work independently and as part of a team.

## 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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