

Turley*

**JOB INFORMATION PACK
LEGAL SECRETARY**



Who is Turley Legal?

Turley Legal is a next generation commercial law firm whose aim is to become a primary partner and resource for our clients, enabling them to deliver on their aspirations for both business and personal growth. We pride ourselves on delivering efficient, practical, cost effective legal services and solutions – every lawyer, every time.

The powerful combination of our innovative business model, cutting edge legal services technology and the expertise and reputation of both our own lawyers and the senior lawyers in our network enables us to provide one of the leading corporate and commercial advisory services in the United Kingdom.

We take the time to understand our clients commercial and legal requirements, and are highly responsive and accessible when it matters most. The depth and strength of the network we have developed at Turley Legal means we have the full spectrum of any legal services requirement covered by those whom we consider to be 'best in class' in their respective disciplines.

The success of our clients is a matter of personal pride for our lawyers – put simply, we care. Whether their needs relate to start-up seed investment, next stage growth capital or defining an exit or succession strategy for business, we have all bases covered.

We advise on all facets of company law: private mergers and acquisitions, joint ventures, shareholder and investor issues, reorganisations and restructures, corporate governance, regulatory compliance and more across all industry sectors. We pride ourselves on our ability to provide clear, direct, timely and complete advice on the most complicated of legal issues. Less jargon – more understanding.

We have worked with clients across many sectors including retail, construction, hotel management, manufacturing, sports tech, media, fintech, recruitment, agri, food and drink, events management, e-commerce and more.

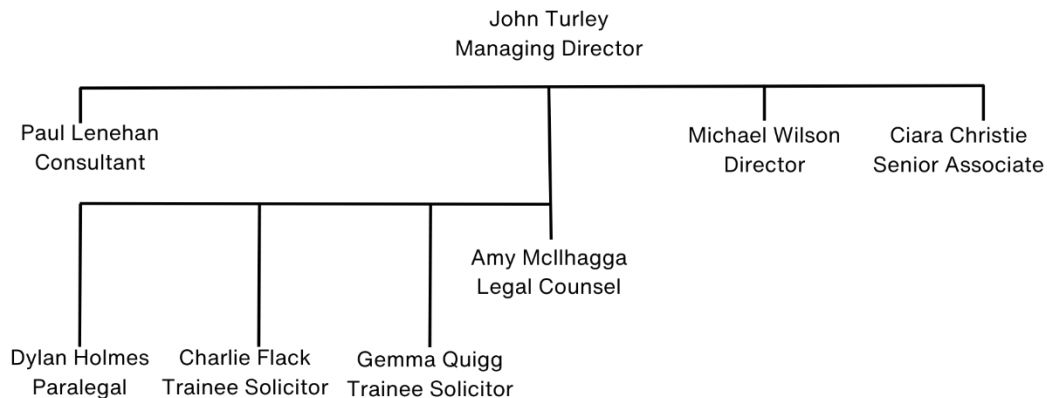
Our multi-sectoral experience means we are fully equipped to understand our clients' commercial objectives, and to provide optimal legal solutions on both the issues to be aware of and any opportunities to be maximised.

Turley Legal's head office is situated on the North Coast on the outskirts of Coleraine and we have offices in Belfast City Centre. We operate in an ambitious, motivated, supportive team environment with a driven but relaxed and inclusive working culture. Our investment in cutting edge legal technology and infrastructure has resulted in streamlined workflows and processes. We have an excellent client portfolio with high quality work.



Current Organisational Structure

John Turley is the founder and Managing Director of Turley Legal. He is an experienced corporate and commercial lawyer, with a particular interest in the field of sports law and business. John has specific expertise in the areas of mergers and acquisitions, private equity/venture capital investments, corporate governance, employee incentive implementation and group reorganisations, and he is fortunate to work with celebrated businesses and individuals from a very diverse range of industry sectors.



The legal team are supported by an Operations Manager and Finance Manager.

What we offer

- Market leading salary (£22,000 to £30,000 depending on qualifications and experience)
- Flexible and agile working practices.
- Excellent clients and quality of work, including international clients and multijurisdictional matters.
- An ambitious, motivated and supportive team environment.
- A driven but relaxed and inclusive working culture.
- Cutting edge legal technology and infrastructure.
- 25 days annual leave plus bank holidays.
- Company laptop.
- Regular team events.



Role: Legal Secretary

Your role will be to provide administrative and clerical support to the legal team. The ideal candidate for this position should possess strong organisational skills, attention to detail, and a solid understanding of legal procedures and terminology. The role will predominately be within the property division at Turley Legal, with support extending to corporate and litigation practice areas.

Responsibilities

Administrative Support

- Provide administrative support to solicitors, including managing diaries, scheduling appointments, and coordinating meetings.
- Answer phone calls, take messages, and handle general inquiries in a professional manner.
- Assist in managing incoming and outgoing correspondence, including mail and email.
- Assist in billing and invoicing processes, ensuring accurate and timely recording of billable hours and expenses.
- Collaborate with other administrative staff to maintain an efficient and organised office environment.
- Order stationery and supplies as necessary.

Transaction Support

- Open new matters to include issuing letters of engagement, following anti-money laundering procedures and drafting matter risk assessments.
- Source title reports or certificates of title where necessary and carry out property certificate searches and Land Registry and Registry of Deeds Searches using the Landweb system.
- Support due diligence investigations and analysis in commercial property transactions, including property certificate and title searches, property investigations, identifying and assessing legal risks to ensure timely completion of transactions.
- Update and retrieve documents from Lender Exchange and LMS.
- Assist with post-completion items to include filing SDLT returns and submitting applications for registration at the Land Registry using the eRegistration Landweb system.
- Maintain secure storage of title deeds to include deed register and deed schedules.
- Facilitate communication between clients, agents, and solicitors throughout the transaction process.

Document Preparation

- Prepare, review, and format legal documents related to transactions, leases, contracts, agreements, etc.
- Draft correspondence, memos, and other legal documents as instructed by solicitors.
- Maintain organised electronic and paper filing systems for property-related documents, ensuring easy retrieval and access for solicitors and staff.
- Prepare hard copy and digital document bundles as and when required.



Client Communication

- Communicate with clients and other parties to schedule appointments, gather information, and relay messages to solicitors.
- Maintain professional and courteous communication with clients and external parties.
- Assist in drafting and reviewing client correspondence and legal documents as needed.

Business Development

- Participate in business development activities, including supporting client pitches, networking events, and identifying opportunities to expand the firm's client base.

Marketing

- Supporting and input into the delivery of the marketing strategy, which might include attending events, networking and contributing to website and social media content.

Legal Ethics and Compliance

- Adhering to ethical standards, maintaining client confidentiality, and ensuring compliance with relevant laws, regulations, and professional guidelines.

Training and Development

- Undertaking training and personal development activity as agreed with the Managing Director.

Other Duties

- Undertaking any other duties whenever reasonably required by the Managing Director.



Specification

Essential

- At least 2 years experience in a Legal Secretary position, ideally in property/conveyancing.
- Proficient in MS Suite.
- Knowledge and experience in matter management software and conveyancing platforms such as Landweb, Lender Exchange, LMS,
- Excellent written and verbal communication
- Ability to manage and prioritise multiple tasks, meet deadlines and work efficiently under pressure.
- Attention to detail and high level of accuracy.
- Strong client relationship management and interpersonal skills.
- Commitment to professional ethics and maintaining client confidentiality.

Desirable

- Good understanding of residential property processes to include requesting property certificates and searches and submitting SDLT returns (training will be given)
- Proficiency in legal research tools and technology used in commercial law practice.
- Driving licence and access to own car.
- 3rd level qualification such as: law degree, business degree or legal secretary qualification.