

WE'RE HIRING



GEPP
SOLICITORS

Legal Assistant

Private Client Team

 Chelmsford  Full Time

About Gepp Solicitors

At Gepp Solicitors, we combine trusted legal expertise with a modern, collaborative approach.

Based in Chelmsford, we provide legal services to individuals, families and businesses across Essex, London and beyond.

We are committed to building long-lasting relationships with our clients while creating a supportive, inclusive workplace where our people can thrive.

As part of our team, you'll join colleagues who value professionalism, collaboration and exceptional client service.



4.9/5.0 ReviewSolicitors
1,600+ verified client reviews



Career
progression



Committed to
our people

About the role

As a Legal Assistant in our Private Client team, you'll play an important role in supporting our solicitors and helping to deliver an exceptional experience for our clients.

Working as part of a friendly and experienced department, you'll assist with a wide range of administrative tasks, help manage new client enquiries and ensure matters progress smoothly and efficiently.

This is an excellent opportunity for someone looking to develop their career within one of Essex's leading law firms. This role is office based at our modern Chelmsford office.

Key Responsibilities

- Providing administrative support to the Private Client team
- Managing paper and electronic filing in accordance with firm procedures
- Logging and storing Wills securely
- Answering telephone enquiries and assisting prospective clients
- Booking client appointments and obtaining documentation for new matters
- Preparing files and documentation for client meetings
- Maintaining accurate records and ensuring files are kept up to date
- Handling confidential information with professionalism and discretion
- Supporting colleagues across the department as required
- Undertaking training and continuing to develop your skills and knowledge

About you

You'll have:

- Excellent written and verbal communication skills
- Strong organisational skills with excellent attention to detail
- A professional and friendly approach to client service
- Good IT skills and the ability to manage multiple tasks effectively
- A proactive attitude and willingness to learn
- The ability to work both independently and as part of a team

You'll be:

- Friendly, approachable and professional
- Well organised and able to prioritise your workload
- Reliable, adaptable and positive
- Committed to providing outstanding client service
- Able to maintain confidentiality and exercise discretion at all times
- Keen to develop your career within Private Client law



We are committed to recruiting individuals on merit and ensuring equal opportunities for all applicants regardless of sexual orientation, race, disability, religious beliefs or any other protected characteristic.

Why join us?

Our people are at the heart of our success, which is why we invest in competitive salaries, excellent benefits, wellbeing and career development.



Competitive
Salary



Life Assurance
& Income
Protection



Scottish Widows
Pension Scheme



Health Cash Plan
& Wellbeing
Offers



Free
Parking



25 Days
Holiday +
Bank Holidays



Employee
Assistance
Programme



Monthly
Staff Lottery

Ready to apply?

We'd love to hear from you



Please submit your CV & covering note to:
recruitment@gepp.co.uk



Learn more:
geppsolicitors.co.uk/careers



GEPP
SOLICITORS

Supporting clients. Developing careers.