

WE'RE HIRING



GEPP
SOLICITORS

HR & Administration Assistant

Business Services

 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

An opportunity to build your HR experience while playing an important role in the day-to-day life of our firm.

We're looking for an organised, approachable and adaptable HR & Administration Assistant to join our Business Services team in Chelmsford.

This is a varied role offering the opportunity to develop your HR knowledge and experience while providing practical support across the firm. From welcoming new colleagues and supporting learning and development to maintaining employee records, administering benefits and helping organise firm-wide activities, you'll be involved in many aspects of our people and business operations.

The role is fully office-based and would suit someone with strong administrative experience who enjoys working with people, takes pride in being organised and is keen to develop their career within a professional environment.

What you'll be doing:

- Supporting recruitment, onboarding and induction for new colleagues
- Helping coordinate training, learning and development
- Supporting appraisal and performance management processes
- Maintaining accurate staff records, including payroll information, holiday and absence
- Helping administer our employee benefits programme
- Supporting regulatory and compliance requirements
- Assisting with the communication of policies and procedures
- Helping plan and organise staff social events and activities
- Providing support and cover across the wider Business Services team
- Taking on other administrative tasks to support the smooth running of the firm



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.

What we're looking for:

You'll already have several years' experience in an administrative role and be comfortable working in a busy, professional environment.

You'll be organised, dependable and able to handle confidential information with appropriate professionalism and discretion. Just as importantly, you'll be someone who enjoys being part of a team and is happy to get involved wherever support is needed.

You'll have a positive and adaptable approach, strong relationship-building skills and the confidence to learn new systems and develop your knowledge as the role evolves.

Why join us?

Be part of the team behind our teams. Our Business Services colleagues play an important role in helping Gepp Solicitors operate effectively and creating a positive experience for everyone who works here.

You'll join an established Chelmsford law firm with a collaborative culture, where professionalism goes hand in hand with being approachable and supportive. This role also offers the opportunity to broaden your HR experience and become involved in a wide range of people-focused activities across the firm.

Our people are at the heart of our success. That's 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.