

Secretary and Legal Adviser

Department: **Compliance Team**

Reporting Structure: **Head of Operations**

Salary: **£3,606 / £43,264**

Location: **Oldbury**

Work hours: **9:00 - 17:00**

Summary:

We are looking for a highly organised Secretary and Legal Adviser to join our Human Resources team. This role involves providing administrative support and offering legal advice on matters affecting our workforce and organizational policies. The ideal candidate will understand legal terminology and HR regulations, manage legal documentation, and maintain confidentiality. Strong communication skills, analytical abilities, and a proactive mindset are essential for navigating legal challenges. If you are a dedicated professional passionate about administrative excellence and legal matters, we encourage you to apply and help us create a robust workplace.

Responsibilities:

- Support HR and legal teams with scheduling, meeting arrangements, and documentation.
- Draft and review contracts and policies for compliance.
- Advise on legal implications of HR policies and labour and immigration laws.
- Organize and maintain confidential legal and HR files.
- Conduct legal research for HR initiatives.
- Collaborate with external legal counsel.
- Prepare reports and presentations on legal issues and recommendations.

Preferred Skills:

- Support HR and legal teams with scheduling and documentation.
- Draft contracts and ensure compliance.
- Advise on legal HR and Immigration policies.
- Maintain confidential files.
- Conduct legal research.
- Adhere and Collaborate with legal counsel.
- Prepare reports on legal issues..

Qualifications:

- ✓ Bachelor's degree in Law, Human Resources, or a related field; a Juris Doctor (JD) degree is preferred.
- ✓ Proven experience in a legal advisory role or as a secretary in a corporate environment, preferably within Human Resource

Benefit

- Health insurance benefits.
- Professional development opportunities.
- Retirement savings plan (Pension)!