

**QG Law Careers and Vacancies**

**JOB TITLE:** Developer

**OFFICE:** Birmingham / Remote

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We are looking to recruit a Developer within QG Law.

We are seeking a skilled ActionStep Developer & Administrator to manage and enhance our ActionStep system. This role involves system administration, ongoing audits, maintenance, and custom development to optimise workflows and improve efficiency.

To be successful in the role you will need to demonstrate a commitment to innovation and a determination to provide a market leading service and product on behalf of QG Law, a QuestGates Company.

**Key Skills:**

- Excellent degree of knowledge of system development
- Excellent communication skills, both oral and written
- Good degree of IT competency and literacy
- Demonstrate personal and professional integrity and lead by example
- Ability to work and contribute positively as part of a team and in isolation
- Ability to work accurately under pressure, adhering to deadlines and service standards
- Previous experience with HTML coding

**The role involves:**

- To demonstrate a high level of technical quality and service delivery
- To provide exceptional customer service at all times
- To participate positively and constructively as a team member, sharing knowledge and providing feedback and suggestions
- To build and optimise automated workflows that enhance efficiency and streamline business processes
- To develop standardised letter and email templates that ensure consistency in communication
- To create and manage custom data collections tailored to the company's specific needs

- To generate detailed reports based on system-captured data, providing valuable insights for decision-making
- To design and implement custom HTML screens that improve user experience and system functionality
- To be accountable for the satisfactory resolution of any issues

**The Package:**

- Competitive salary
- Enhanced contributory pension
- Performance related bonus
- Flexible benefits
- Enhanced family leave
- Electric car scheme
- Voluntary benefits schemes
- Birthday holiday
- Share purchase scheme with interest free loans

**Hours of work:**

Standard working week is 35 hours, Monday to Friday with flexibility to work from home /office.

**Closing Date for Applications:**

Close of business on Friday 30<sup>th</sup> May 2025.

**Contact details:**

If you would like further information about this vacancy or wish to apply, please contact Siobhan Bullock on 07885 456254 or email [recruitment@questgates.co.uk](mailto:recruitment@questgates.co.uk) by the closing date.