



GILSONGRAY

LAW • PROPERTY • FINANCE

Vacancy

**Secretary, Real Estate
Glasgow**

Secretary, Residential Conveyancing, Edinburgh/Glasgow

Overall Objective

To provide secretarial assistance to lawyers, using word processing and other technical skills in order to serve the needs of both internal and external clients, whilst demonstrating our core values.

Duties

- To act as Secretary to a solicitor within the department
- To provide support to a solicitor and their immediate team
- To carry out any duties as required by solicitors within the department or as delegated with the approval of Head of Residential Conveyancing, by other team members
- To organise and maintain the Calendar of those in your team including arranging meetings in and out of office, conference calls, telephone calls
- To type digital dictation for the Glasgow/Edinburgh based members (and to provide cover for the Edinburgh/Glasgow based members, when required the Team
- To collate and inventory papers
- To scan and copy papers into the Document Management System
- To ensure filing (both electronic and hard copy) is kept up to date
- To draft correspondence and court documents, as required
- To communicate with clients by phone or email as requested by your line manager
- To carry out feeing processes for the Residential Conveyancing Team, including preparation of Time Statements
- Invoicing and the preparation of Outlay Only Invoices
- To carry out case reviews and action as required
- To add to and maintain the styles for the Residential Conveyancing Team
- To provide general support to other work colleagues as and when required
- To work under own initiative as and when required

This is not an exhaustive list but is designed to cover most normal duties required by job holder

Reporting to: The head of Residential Conveyancing

Solicitor within the department

Required Qualifications/Skills/Experience/Personal qualities:

- Experienced Legal Secretary
- Familiarity and knowledge of Residential Conveyancing
- Excellent organisational skills
- Excellent accuracy and computer skills
- Proficiency with Microsoft Office systems including Outlook, Word, Excel, PowerPoint
- Familiarity and experience of operating Time Recording/Document Management/Case Management Systems
- Outgoing personality
- Excellent communication and interpersonal skills by telephone and in person
- An ability to work proactively and under own initiative, when required
- Flexibility and adaptability

CV's should be sent to Lesley Naylor, HR Director lnaylor@gilsongray.co.uk

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