



GILSONGRAY

LAW • PROPERTY • FINANCE

Vacancy

**New Business Advisor,
Residential Conevancing,
Edinburgh/Glasgow**

New Business Advisor, Residential Conveyancing, Edinburgh/Glasgow

Overall Objective

We are looking for an energetic and enthusiastic individual to join the New Business team within our residential conveyancing department. You would require experience in guiding clients through the process of clinching a deal on their new home. Your job role would involve noting interest for clients, explaining the current housing market trends, advising on Home Reports and offering for clients at Closing Dates. You would require to be a highly organised, driven and personable individual, motivated by delivering the utmost in client satisfaction throughout this often challenging part of the house purchase journey.

This position is open to candidates who may wish to be based in either our Glasgow or Edinburgh office.

Duties

- To offer advice on the housing market to new clients of the firm
- To carry out any duties as required by the head of the New Business Team or as delegated with the approval of Head of Residential Conveyancing, by other team members
- To organise and maintain your Calendar in order to manage Closing Dates and also for those in your team if they are on annual leave or otherwise absent from the office
- To type Offers for clients
- To have a continual awareness of trends in the Scottish housing market.
- To scan and copy papers into the Document Management System
- To ensure filing (both electronic and hard copy) is kept up to date
- To communicate with clients by phone or email
- To allocate new conveyancing transactions among the 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: Director, Residential Conveyancing

Required Qualifications/Skills/Experience/Personal qualities:

- Experienced Property Advisor with knowledge of the Scottish Housing Market
- Excellent negotiation skills
- Familiarity and knowledge of Residential Conveyancing procedures
- Excellent organisational skills
- Excellent accuracy and computer skills
- Proficiency with Microsoft Office systems including Outlook, Word, Excel, PowerPoint
- Familiarity and experience of operating 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 recruitment@gilsongray.co.uk



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