



GILSON GRAY

LAW • PROPERTY • FINANCE

Solicitors & Conveyancers

Solicitors/ Conveyancers

Overall Objective

Due to a unique and exciting expansion in the English and Welsh legal market, we are looking for experienced Solicitors and Conveyancers to join an established, busy and dynamic team in the Lincoln area. This is a fantastic opportunity for candidates who feel that the time is right for a new role within a team which has both doubled in size over the last twelve months and made a significant impact on the English and Welsh conveyancing market. For interested candidates who are not local to Lincoln, remote working opportunities are also available.

Required Knowledge and Experience

- Experience of managing purchase, sale and re-mortgage transactions
- Experience of running your own case load
- Experience of conducting title checks and raising enquiries
- Experience in volume conveyancing department

Skills Required

- Excellent organisational skills with the ability to prioritise workloads and work to deadlines.
- Good written and oral communication skills.
- The ability to develop strong working relationships within the team
- The ability to communicate concisely verbally and in writing with internal and external clients
- A calm, helpful and professional approach
- IT competent, particularly with reference to the use of Outlook, Word and Excel.

Tasks

- Taking instructions relating to transactions.
- Ensuring that client files are kept up to date with all correspondence and documents.
- Maintaining regular client contact and ensuring clients are up to date.
- Regular branch communications, building and maintaining referrer relationships.
- Drafting legal documentation.
- Dealing with all aspects of the conveyancing process in purchases, sales, re-mortgages, and discharges through to completion.

Benefits

- A competitive salary with annual review
- 25 days holiday plus 8 Bank Holidays, increasing after 4 years' service
- Birthday off
- Death in Service Benefit
- Increased employer contribution to your workplace pension
- Eye test vouchers
- Enhanced Maternity/ Paternity pay
- Wellbeing initiatives and access to an online Health Provider

This is an exciting time to join our growing team. Think this is for you? Get in touch for a confidential chat about how you can become part of the team.

CVs should be sent to the HR Manager
ojenkinson@gilsongray.co.uk