



GILSON GRAY

LAW • PROPERTY • FINANCE

Conveyancing Administrator

Lincoln

Conveyancing Administrator

Our Team

We are a team of highly-skilled, award-winning professionals who are committed to helping our clients achieve their goals in every area of the law. Due to expansion of our Residential Conveyancing team in England we have an opportunity to join the New Business team in Lincoln.

The Role

The purpose of the role is to work within the residential conveyancing department providing a service to our clients which is of the highest standard while utilising the case management system in the department to obtain maximum efficiency.

The firm offers career progression and continuous support in your development throughout your career.

Daily tasks will include:

- Speaking to clients and making our initial welcome calls
- Acquiring property details and inputting them on to our electronic case system
- Taking instructions and opening new files for new instructions
- Taking payments from clients over the phone
- Dealing with emails from clients and referrers

The ideal candidate will have the following essential skills and experience:

- High level of client care
- Excellent communication skills
- Enthusiastic, friendly, helpful and professional personality
- Confident communicating over the phone
- IT and administration skills

Benefits:

- 33 days holidays a year (inc. Bank Holidays) which increase with length of service
- Birthday day off
- Bonus scheme
- Company events
- Company pension
- Enhanced maternity leave
- Enhanced paternity leave
- Eye test vouchers
- Free on-site parking
- Life assurance x4 salary
- Referral programme
- Sick pay

If you would like to become a part of our team please apply now by sending you CV to ojakubonyte@gilsongray.co.uk