



**GILSON GRAY**

LAW • PROPERTY • FINANCE

# Conveyancing Assistant

Department: Residential

Location: Glasgow

Contract type: Full-time

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## About Gilson Gray

Gilson Gray's Conveyancing team is part of Gilson Gray's continually growing organisation. Gilson Gray LLP is a comprehensive law firm, offering expert legal, property and financial services. We support clients throughout their entire lifetime. The Conveyancing team have decades of experience in the local property market and can advise on every property related transaction.

Based in Edinburgh, Glasgow, Aberdeen, Dundee, North Berwick, Lincoln, and London we focus on ensuring we provide the highest level of advice and ongoing service to our clients. We are ambitious and have significantly grown the team in the last year. We pride ourselves in looking after our clients personally and providing the highest standard of service.

This role would be based in our Glasgow office.

## Our Team

We are looking to hire a highly driven Conveyancing Assistant to join one of our successful Residential teams' in Glasgow.

We are an enthusiastic team supporting each other to achieve a great working environment. We value each other's expertise and opinion and pride ourselves in offering an inclusive, enjoyable and motivating place to work.

## The Role

We are looking to further strengthen our current team with the appointment of an experienced candidate.

As a Conveyancing Assistant at Gilson Gray LLP you'll be responsible for:

- Liaising with clients, providing updates, and taking accurate messages
- Ordering Redemption Statements
- Ordering pre-sale reports along with updates closer to settlement
- Drafting legal documentation for signing e.g. Dispositions, Securities, Discharges, LBTT returns, and sending to clients/lenders
- Lodging Advance Notices
- Update LMS and Lender Exchange
- Submitting and paying LBTT returns
- Registration of all legal documents
- NHBC activation
- Dealing with all post-settlement enquiries
- Send the updated title sheet to lender, client and other party's solicitors
- Completing all allocated tasks and day-to-day general correspondence
- Use of LawPro our case management system
- Diary management
- General administration support



[www.gilsongray.co.uk](http://www.gilsongray.co.uk)

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## Required Knowledge and Experience

- Previous experience in a property or administration role is preferred.
- Broad experience in Microsoft Office, experience in advanced Excel, and a strong experience of customer service via telephone and email.

## Our ideal candidate would also

- Have excellent social and interpersonal skills dealing with clients
- Will possess experience in making quick, informed decisions throughout the process whilst keeping clients up to date throughout
- Take pride in producing high quality, accurate, and timely information whilst maintaining personable and informative communication.
- Show excellent verbal and written communication skills.
- Ability to work as part of a large team and contribute to the overall business aims.
- A pro-active forward-thinking approach is required. The successful candidate must possess strong drive and willingness to succeed within a competitive environment
- The ideal candidate must possess strong organisational, and problem-solving skills.
- Strong willingness to progress within the firm.

## Benefits

- A competitive salary with annual review and potential bonus award depending upon performance
- 32 days annual a year (includes public holidays)
- Birthday day off
- 3 x Death in Service benefits
- Membership of an occupational pension scheme
- Wellbeing initiatives and opportunity to access online Health Provider

This is an exciting time to join us. Think this is for you?

Get in touch for a confidential chat about how you can become part of the team at [recruitment@gilsongray.co.uk](mailto:recruitment@gilsongray.co.uk)



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