



**GILSON GRAY**

LAW • PROPERTY • FINANCE

# Conveyancing Assistant

Department: Residential  
Conveyancing

Location: Newcastle

Contract type: Full-time, part-  
time, permanent

---

## About Gilson Gray

Gilson Gray's Conveyancing team are part of Gilson Gray's continually growing organisation. Gilson Gray LLP are 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 all types of transactions and can advise on every Conveyancing related situation.

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

This role will be based in our central Newcastle office. We have hybrid working in place along with excellent career development opportunities and networking.

## Our Team

We are looking to hire highly driven Conveyancing Assistants to join one of our successful Residential Conveyancing departments in England.

We are an enthusiastic team that support each other in order 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 experienced candidates.

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

- Requesting additional searches
- Logging in Redemption Statements
- Form A Restrictions, financial restrictions
- Dealing with Sale enquiries
- Approving draft Transfers
- Obtaining indemnity insurance and taking client's instructions
- Drafting bills and completion statements
- Sale pre-exchange checks
- Requesting mortgage advance
- Checking mortgage advance release
- Final Searches
- Exchange letters/calls
- Checking draft bills & completion statements
- Completion Vouchers
- Post completion checklists
- Updating clients



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

Aberdeen | Dundee | Edinburgh | East Lothian | Forfar | Glasgow | Lincoln | London

---

## Required Knowledge and Experience

- Experience in volume conveyancing department would be advantageous
- Experience of dealing with sale enquiries
- Experience in building and maintaining relationships with referrers (estate agents, mortgage brokers, developers etc)

## Our ideal candidate would also

- Ability to work under pressure and retain high levels of confidentiality at all times
- Take pride in producing high quality, accurate and timely information whilst maintaining personable and informative communication
- Experience using case management and legal systems
- Experience with MS office applications
- 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 a monthly performance-based bonus
- 25 days holiday plus 8 Bank Holidays, increasing after 4 years' service
- Birthday off
- 4 x Death in Service Benefit
- Enhanced employer contribution to your workplace pension
- Eye test vouchers
- Enhanced Maternity/ Paternity pay
- Company sick pay
- Wellbeing initiatives and access to an 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 [ojenkinson@gilsongray.co.uk](mailto:ojenkinson@gilsongray.co.uk)



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

Aberdeen | Dundee | Edinburgh | East Lothian | Forfar | Glasgow | Lincoln | London