

Debt Recovery Assistant

Department: Debt Recovery

Location: Edinburgh

Contract type: Full-time, Permanent

About Gilson Gray

Gilson Gray's award-winning Debt Recovery 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 Debt Recovery team has decades of experience in supporting its clients.

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 over the course of the last year. We pride ourselves in looking after our clients personally and providing the utmost standard of service.

This role would be based in our Edinburgh office.

Our Team

We are looking to hire a highly driven Debt Recovery Assistant to join our successful Debt Recovery department in Edinburgh.

We are an enthusiastic team that supports each other in order to achieve a great working environment. We value each other's expertise and opinion and pride ourselves on 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 Debt Recovery Assistant at Gilson Gray, you'll be responsible for:

- Calling Gilson Gray clients to collect payments
- Drafting and issuing pre-litigation demand letters and dealing with all responses to those letters
- Raising court proceedings where necessary
- Managing the court caseload under supervision from the solicitors in the team

Required Knowledge and Experience

- Have some exposure to the credit control function
- Have proficient IT skills and are comfortable using the Microsoft suite of packages
- Have some experience in litigation or case management systems/workflows

Our ideal candidate would also

- Have excellent social and interpersonal skills when dealing with clients.
- Have some legal experience in debt recovery
- 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



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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 a strong drive and willingness to succeed within a competitive environment.
- The ideal candidate must possess strong organisational and problem-solving skills.

Benefits

- A competitive salary with annual review and potential bonus award depending upon performance
- 32 days holiday a year (includes bank holidays)
- Birthday day off
- 3 x Death in Service benefits
- Membership of an occupational pension scheme
- Wellbeing initiatives and the 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



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