

Home Buying & New Business Advisor

Department: New Business

Location: Dundee

Contract type: Perm, Full Time

About Gilson Gray

Gilson Gray's New Business team is part of Gilson Gray's continually growing Residential Conveyancing department. Gilson Gray LLP is a comprehensive law firm, offering expert legal, property and financial services. We support clients throughout their entire lifetime. Gilson Gray's New Business team plays an integral role in the development of business and the introduction of transactions to the conveyancing team, ensuring a strong relationship with existing referrers and clients alike.

We focus on ensuring we provide the highest level of advice and on-going service to our clients. We are ambitious and have an increasing number of advisers and support staff aiming to grow our market presence significantly. We 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 will be based within our Dundee office.

Our Team

We have a highly engaged, collaborative team that support each other to achieve the best results possible. We work hard but take time to celebrate success also.

We are a company that cares about building an inclusive, collaborative place to work where you can stretch yourself, personally and professionally. We value a diverse team and believe the variety of experiences and backgrounds within our team make us stronger.

We are looking to hire a highly driven Home Buying & New Business Advisor to join our successful New Business team.

The Role

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

As a Home Buying & New Business Advisor at Gilson Gray LLP you'll be responsible for:

- Engaging with clients and referrers to build strong relationships to ensure an excellent client experience and outcome.
- Continually keeping clients and referrers up to date and advised at every stage of the process ensuring a smooth and efficient experience for the client.
- Advising clients across Scotland on current market trends and price margins in line with the local area.
- Using the in-house system to keep an accurate account of client circumstances, funding arrangements and position.
- Assisting clients in discussing processes such as sale and purchase conveyancing, the release of equity, re-mortgages and transfer of title work.
- Reporting regularly to the New Business Management team.



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Required Knowledge and Experience

- Previous experience in a property or conveyancing role, ideally in client relations, sale or purchase negotiation.
- Knowledge of the Scottish property market, conveyancing process and strong ability to build relations for future business.
- Experience of using client management systems
- Broad experience of Microsoft Office, advanced Excel and 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 strong 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.
- 2 years' experience of working in residential property or conveyancing would be advantageous.
- Strong willingness to progress within the firm.

Benefits

- A competitive salary with annual review and potential bonus award depending upon performance
- 32 days holiday a year (includes bank holidays)
- 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



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