



Pre Market Advisor
Department: Estate Agency
Location: Edinburgh
Contract type: Full Time,
Permanent

About Gilson Gray

Gilson Gray's Estate Agency 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.

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 held in our Edinburgh office.

Our Team

We are looking to hire two highly driven Pre Market Advisors to join one of our successful Estate Agency team in Edinburgh.

We are a well-established and proactive estate agency team who take pride in the service we offer to our clients during what could be a stressful time. We aim to make the process as easy as possible whilst maintaining the high standards our clients expect. Whilst we work in different locations, we very much believe we are one team and with a shared goal.

The Role

We are seeking a highly organised and proactive Pre-Market Advisor to join our dynamic Estate Agency team. This key role will focus on ensuring the smooth operation of the pre-marketing process, preparing properties for sale, and ensuring a seamless handover to the sales team. The ideal candidate will have a strong understanding of property marketing and excellent communication skills.

You will be working closely with the wider sales team to ensure properties are presented effectively and marketed in a timely manner.

General duties include but are not limited to:

- Oversee the coordination of the pre-market phase, ensuring that all properties are prepared for launch according to company standards and marketing guidelines.
 - Responsibilities include obtaining marketing materials, managing payments of any upfront costs, keeping systems updated, ensuring documentation and filing are maintained.
 - Compliance with anti-money laundering (AML).
- Maintain excellent communication with clients to ensure their expectations are met during the pre-market phase. This may involve managing queries and providing updates on progress.
- Track progress and ensure that all pre-marketing tasks are completed within the agreed timelines, helping to streamline the transition to the sales phase.



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- Draft and raise fees throughout the client lifecycle, ensuring that all charges are accurately recorded and invoiced according to company policy.
- Manage financial transactions related to pre-market services, ensuring timely invoicing and payment processing.
- Maintain detailed records of financial activity, ensuring that all documentation is up to date and accurate.
- Provide regular reports to senior management on the financial progress of the pre-marketing phase, including fee collection, outstanding payments, and financial performance against targets.
- Drive lead generation efforts by proactively identifying and targeting potential clients, ensuring a consistent flow of properties into the pre-market phase.

Required Knowledge and Experience

- Previous experience in a property or administration role is preferred.
- Excellent time management and organisational abilities to manage multiple properties and tasks efficiently.
- 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 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 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.
- 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)
- Birthday day off
- 3 x Death in Service benefits
- Hybrid working (3 days office, 2 days home)
- 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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