



GILSON GRAY

LAW • PROPERTY • FINANCE

Pre Marketing Assistant

Department: Estate Agency

Location: Edinburgh

Contract type: Full Time,
Permanent

About Gilson Gray

Gilson Gray's Estate Agent team is 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 Estate Agent team has decades of experience in Estate Agent and can advise on every Estate Agent-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 held in our Edinburgh office.

Our Team

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

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 an experienced candidate.

As a Pre Market Assistant at Gilson Gray you'll be responsible for:

- **Administrative Support:**
 - Assist with general administrative tasks including answering phone calls, emails, and handling the enquiries inbox which involves, booking valuations, viewings, handling general enquiries in the inbox, ordering home report refreshes when required.
 - Engage in referral lead generation including valuations, Independent Financial Adviser (IFA) services, conveyancing, and Gilson Gray Financial Management (GGFM). These referrals are target-driven and come with associated incentives.
 - Primary point of contact for answering phone calls
 - Maintain and update systems accordingly, BDP in particular.
 - Prepare and order documents, reports, and correspondence as required.
 - Assist with diary management and arrange appointments for team members and clients.
- **Pre-Market Assistance:**
 - Coordinate the pre-market process, including scheduling property valuations, Reports, and professional photography.
 - Liaise with clients to ensure all necessary documentation is in place before properties are listed.
 - Assist in preparing property marketing materials, such as brochures, floorplans, and home reports.
 - Assist in carrying out Anti-Money Laundering Checks via Amicus before properties are brought to market.



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- Upload listings and prepare for marketing before handing over to the negotiator.
- Serve as the point of contact for clients during the pre-marketing phase, providing updates and information as required.
- Work closely with our Pre-market Manager to ensure properties are marketed in a timely and professional manner

Required Knowledge and Experience

- Previous experience in an administrative or office support role, ideally within property, estate agency, or real estate but not essential.
- Strong organisational and multitasking abilities with keen attention to detail.
- Capability to work efficiently in a fast-paced environment.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent communication skills, both written and verbal.
- Ability to work independently and as part of a team in a fast-paced environment.
- Knowledge of property market practices or pre-market procedures preferred but not essential as training will be provided.
- Familiarity with Estate agency processes. Preferred but not essential as training will be provided.
- Experience in coordinating multiple tasks or projects with tight deadlines.

Our ideal candidate would also

- Previous experience in an administrative or office support role, ideally within property, estate agency, or real estate but not essential.
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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?



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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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