



GILSON GRAY

LAW • PROPERTY • FINANCE

Solicitor

Department: Residential
Conveyancing

Location: Dundee

Contract type: Full Time,
Perm

About Gilson Gray

We are a comprehensive law firm, offering expert legal, property and financial services.

We are a team of highly-skilled, award-winning professionals who are committed to helping our clients achieve their goals in every area of the law. We are proud to be a part of one of the most prominent and modern legal firms in Scotland. We are Gilson Gray.

Based in Edinburgh, Glasgow, Aberdeen, Dundee, North Berwick and Lincoln we focus on ensuring we provide the highest level of advice and on-going service to our clients internal and external.

Our Team

We have a highly engaged, collaborative team that support each other. 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 thrive personally and professionally. We value a diverse team and believe the variety of experiences and backgrounds in our team make us stronger.

We have hybrid working in place along with excellent career development opportunities and networking.

The Role

We are looking to further strengthen our Residential Conveyancing team with the appointment of a **Residential Conveyancing Solicitor**.

You'll be responsible for:

- Providing full support to our busy residential conveyancing team.
- Maintaining excellent relationships with existing referrers and building new business development opportunities.
- Maintaining regular client contact and ensuring the highest level of client service at all times.
- Drafting and revising legal documentation
- Examining title
- Dealing with all aspects of the conveyancing process in purchases, sales, re-mortgages, transfers of title and discharges
- Supporting more junior team members where required

Required Knowledge and Experience

- Qualified Solicitor.
- Strong written and verbal communication skills.
- Ability to work as part of a team.
- Excellent knowledge of all aspect of residential conveyancing
- Ability to build relationships and seek out new Business Development



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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 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 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 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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