



GILSON GRAY

LAW • PROPERTY • FINANCE

Paralegal

Residential Conveyancing

Paralegal

Who We Are

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 Firm 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 in Aberdeen and Edinburgh with the appointment of a **Residential Paralegal**.

As a Paralegal at Gilson Gray LLP you'll be responsible for:

- Acting for clients who are purchasing their new home from a housebuilder and also acting in the sale of their current property where applicable
- Taking client instructions in a timely manner to ensure progression of missives within the required timescales
- Attending meetings as taking notes as required.
- Ensuring that client files are kept up to date regularly with all correspondence and documents saved appropriately.
- Maintaining regular contact with, and sending weekly reports to, housebuilders agents to ensure that all parties are kept up to date on progress.
- Drafting legal documentation including reporting on title to clients
- Dealing with all aspects of the conveyancing process in purchases and sales and, where applicable, re-mortgages
- Dealing with post-settlement work where required although the support of a Conveyancing Assistant in this regard is likely

Required Knowledge and Experience:

- 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 opportunities

Our ideal candidate would also:

- Self-starter
- Highly motivated and driven
- Proven track record working in residential conveyancing
- 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.

Benefits

- A competitive salary with annual review and potential bonus award depending upon performance
- 32 days holiday a year (inc. Bank Holidays)
- Birthday off
- 3 x Death in Service Benefits
- Hybrid Working
- 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.