



GILSON GRAY

LAW • PROPERTY • FINANCE

Secretary

Residential Conveyancing

Secretary

Overall Objective

To provide secretarial assistance to residential conveyancing solicitors and paralegals using word processing and other technical skills in order to meet the needs of both internal and external clients, whilst demonstrating our core values. You will be based in the Glasgow office.

Required Knowledge and Experience

- Previous experience of working within a conveyancing department is essential
- You will be an experienced secretary with the full range of secretarial skills
- You will have previous experience of using a case management system

Skills Required

- Excellent organisational skills with the ability to prioritise workloads and work to deadlines
- Excellent typing skills
- Excellent communication skills, both written and verbal
- A professional telephone manner with the ability to engage with clients
- A calm, helpful and professional approach
- A full working knowledge of Word is essential.
- The ability to use Excel and Bighand (dictation/transcription system) is desirable but training can be provided.

Tasks

- Upload AML documents
- Prepare applications for registration
- Order Redemption Statements
- Order multi-search from PSS and nearer settlement, order updated searches
- Prepare the Standard Securities, Disposition, Discharges and LBTT
- Lodge Advance Notices
- Update LMS
- Keep track of discharges received and register them
- Send the updated title sheet to lender, client and other party's solicitors
- All dictation tasks and day to day general correspondence
- Answer telephones and keep clients up to date
- Use the case management system, Lawpro

CVs should be sent to
Lesley Naylor, HR Director
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