



SINCE 1768
GEPP
SOLICITORS

Conveyancing Assistant – Full Time Residential Conveyancing Department

Job Purpose

We have an opportunity for a Conveyancing Assistant to join the Residential Conveyancing Department. The ideal candidate will have at least 8 years' experience, with substantial legal property knowledge. If you are looking for a busy and varied role, this opportunity could be perfect for you.

The successful candidate will have the opportunity to work within a team with a reputation for providing excellent client care.

As a leading law firm in Essex, Gepp Solicitors can trace its roots back to 1768 and is a well-known name in the area. With a rating of 4.9/5.0 on Review Solicitors and over 1,500 reviews to back this up, the firm is one with a great reputation.

You must have a flexible and positive approach to working in a busy and demanding conveyancing team.

Duties will include:

- Preparing and typing up legal documents and correspondence including bills of costs and completion statements
- Working knowledge of Land Registry Direct system application forms
- Able to complete Local Authority, Chancel and other relevant pre-exchange searches
- Accuracy and attention to detail
- Progressing the conveyancing process in an efficient, accurate and timely manner whilst adhering to legal requirements
- Assist other fee earners if required
- Providing end-to-end administrative and clerical support on conveyancing transactions handled
- Ensuring all documents and files are kept up to date
- Maintaining a high level of professionalism and ensuring client matters and information are kept confidential
- Dealing with enquiries from clients, including telephone

Personal Specification

- Effective time management and organisational skills and the initiative to work independently, but also as part of a team.
- Excellent written and verbal communication skills with a demonstrated ability to build effective and trusting relations with people internally and externally to the firm.
- The ability to think ahead, prioritise workload, respond to and manage changing circumstances and work under pressure to meet deadlines.
- Flexible, adaptable and positive attitude to work.
- Inspires confidence by consistently delivering quality work.

Salary and Benefits

- Competitive Salary
- Life Assurance (4 x annual salary)
- Income Protection
- Health cash plan, which includes discounted gym membership and many other offers
- Employee Assistance Programme
- Off-site free car parking
- 25 days holiday in addition to public holidays
- Monthly staff lottery of £250

We are committed to recruiting individuals on merits of suitability for each role, on the basis of qualifications and experience. All applications are treated fairly and equally regardless of sexual orientation, race, disability, religious beliefs and any other protected characteristic, ensuring that there are equal opportunities at all stages of the recruitment process.

Please submit your CV (maximum double sided) to recruitment@gepp.co.uk.