

WE'RE HIRING



GEPP
SOLICITORS

Conveyancing Assistant

Residential Property

 Chelmsford  Full Time

About Gepp Solicitors

At Gepp Solicitors, we combine trusted legal expertise with a modern, collaborative approach.

Based in Chelmsford, we provide legal services to individuals, families and businesses across Essex, London and beyond.

We are committed to building long-lasting relationships with our clients while creating a supportive, inclusive workplace where our people can thrive.

As part of our team, you'll join colleagues who value professionalism, collaboration and exceptional client service.



4.9/5.0 ReviewSolicitors
1,600+ verified client reviews



Career
progression



Committed to
our people

About the role

As a Conveyancing Assistant in our Residential Conveyancing team, you'll play a vital role in supporting our solicitors and helping to deliver a seamless experience for our clients throughout the home moving process. Working alongside an experienced and supportive team, you'll assist with a wide range of residential property transactions, ensuring matters progress efficiently from instruction through to completion. This is an excellent opportunity for an experienced conveyancing professional looking to join a respected law firm with a strong reputation for client care.

Following the successful completion of your probationary period, this role offers hybrid working arrangements.

Key Responsibilities

- Providing comprehensive administrative support to the Residential Conveyancing team
- Preparing legal documents, correspondence, completion statements and bills of costs
- Assisting with residential property transactions from instruction through to completion
- Carrying out Land Registry applications and pre-exchange searches, including Local Authority and Chancel searches
- Progressing matters efficiently while ensuring compliance with legal requirements
- Liaising with clients, estate agents, lenders, solicitors and other third parties
- Managing enquiries by telephone and email, providing clear and professional updates
- Maintaining accurate, up-to-date files and documentation
- Supporting fee earners across the department as required
- Handling confidential information with professionalism and discretion



We are committed to recruiting individuals on merit and ensuring equal opportunities for all applicants regardless of sexual orientation, race, disability, religious beliefs or any other protected characteristic.

About you

You'll have:

- At least 8 years' experience within residential conveyancing
- Substantial legal property knowledge
- Excellent written and verbal communication skills
- Strong organisational skills with excellent attention to detail
- Experience managing multiple priorities in a busy environment
- Confidence using conveyancing systems, Land Registry applications and property searches

You'll be:

- Professional, approachable and client-focused
- Well organised with the ability to prioritise a varied workload
- Able to work independently while supporting colleagues as part of a team
- Adaptable, proactive and positive
- Committed to delivering exceptional client service
- Dedicated to maintaining the highest standards of accuracy and confidentiality

Why join us?

Our people are at the heart of our success, which is why we invest in competitive salaries, excellent benefits, wellbeing and career development.



Competitive
Salary



Life Assurance
& Income
Protection



Scottish Widows
Pension Scheme



Health Cash Plan
& Wellbeing
Offers



Free
Parking



25 Days
Holiday +
Bank Holidays



Employee
Assistance
Programme



Monthly
Staff Lottery

Ready to apply?

We'd love to hear from you



Please submit your CV & covering note to:
recruitment@gepp.co.uk



Learn more:
geppsolicitors.co.uk/careers



Supporting clients. Developing careers.