

WE'RE HIRING



GEPP
SOLICITORS

Title Checker

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 Title Checker in our Residential Conveyancing team, you will play a key role in delivering efficient, accurate and client-focused conveyancing services.

You'll join a supportive and experienced team with a strong reputation for delivering outstanding client care.

This role offers hybrid working arrangements following the successful completion of a probationary period.

Key Responsibilities

- Title checking, preparation of contracts and supporting documents
- To deal with pre-exchange and post-exchange matters
- Reporting on title, settling transactions and client reporting
- Liaising with clients, agents, lenders, buyers' solicitors and other parties
- Dealing with post-completion issues
- Providing clear updates and support throughout the process
- Ensuring all documents and files are kept up to date
- Adhering to legal requirements and maintaining confidentiality
- Seeking assistance from the Head of Department on unusual or complex matters
- Any other reasonable duties as allocated



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:

- Previous experience in residential conveyancing and substantial legal property knowledge
- Excellent written and verbal communication skills and attention to detail
- Effective time management and organisational skills with the initiative to work independently and as part of a team

You'll be:

- Able to manage your own caseload successfully
- Able to think ahead, prioritise workload and work under pressure to meet deadlines
- Committed to providing a high level of client service
- Flexible, adaptable and positive
- Inspiring confidence by consistently delivering high quality work

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



GEPP
SOLICITORS

Supporting clients. Developing careers.