



*Forward thinking*  
Straight talking

# ***Solicitor/Legal Executive***

JOB SPECIFICATION

Gateley /

<b>POSITION:</b>	Solicitor/Legal Executive
<b>LOCATION:</b>	Manchester or Hong Kong
<b>CONTRACT TYPE:</b>	Permanent

## The *role*

We are seeking a Cantonese-speaking Solicitor or Chartered Legal Executive with strong conveyancing experience to join our Manchester office. This is a client-facing role with a focus on new-build and off-plan residential property transactions for overseas clients. You will lead a team of three paralegals and work closely with colleagues in Hong Kong and the UK

### **Responsibilities:**

- Lead and supervise a team of three paralegals in Manchester.
- Manage client onboarding and deliver high-quality client care.
- Review title packs and conduct title checks.
- Carry out property searches and analyse results.
- Handle exchanges and completions, acting for either the lender or the buyer.
- Prepare and review client care packs and certifications.
- Attend and contribute to internal and external meetings, including exhibitions in London (twice annually).
- Support business development and networking initiatives.
- Collaborate with the wider team across Hong Kong and the UK.

## The *team*

Gateley is a forward-thinking legal and professional services group. Our International Property Investment team, originally established in Hong Kong by Crystal Or, specialises in acting for overseas investors purchasing new-build and off-plan properties in the UK. We are proud to be on the panel for the majority of UK lenders and are known for our client-focused, efficient, and commercially astute approach.

## The *person*

### **Candidates will be able to demonstrate the following attributes:**

- Qualified Solicitor (England & Wales) or Chartered Legal Executive (CILEx).
- Minimum 1–3 years PQE with demonstrable experience in residential conveyancing, ideally new-build and off-plan transactions.
- Fluent in Cantonese and English (spoken and written).
- Strong organisational skills and ability to manage a busy caseload independently.
- Confident team leader with a collaborative mindset.

- Willingness to work flexibly, including occasional weekends for exhibitions in London.
- Excellent communication and interpersonal skills.
- Experience working with overseas clients.
- Familiarity with lender-side conveyancing (desirable)
- Comfortable working under pressure and to tight deadlines.
- Proactive, detail-oriented, and commercially aware.

## The *benefits*

With support, coaching and feedback from some of the most engaging colleagues around our great development and progression opportunities will reward your commitment and loyalty. We offer a competitive remuneration package where you'll be rewarded for your individual performance with an opportunity to receive an annual bonus.

In addition, we have a wide range of learning and development opportunities via our Learn platform to develop new skills and progress your career. Our My Flex comprehensive rewards package includes options covering annual leave (and the benefit of purchasing extra days), cycle to work, critical illness benefit, employee assistance programme, group personal pension, health care, season ticket loan and many more benefits (grade dependent). Finally, with Perks At Work/Home you can select a host of retail benefits that suit your needs alongside a Community Online Academy, free courses for all from fitness to coding to languages to hip hop dance.

## We are *Gateley*

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100 companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it. We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe, Trusted to Do and Working Together. Every year across the group, we recognise members of our team that have gone and above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

## *Diversity, inclusion and well being*

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

## Additional Information

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.



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