

Job Advertisement

Case Preparation Executive

This innovative, expanding property based Law Firm, Solex Legal Services, is looking for a highly motivated and driven individual to provide assistance and support to our Case Preparation team.

The role of the Case Preparation team is to process all incoming post, E-mails, faxes and telephone calls, to ensure that cases are passed to the relevant departments so that they can be completed as quickly as possible.

Preferred skills:

- Good GCSEs
- Understanding of the remortgage process is preferred, but not essential
- Understanding of the difference in property tenures is preferred, but not essential
- Be able to process volume incoming work quickly and accurately
- Excellent client care skills
- Professional, friendly and helpful telephone manner
- Be able to demonstrate good attention to detail
- The ability to work well on your own, as well as part of a team
- Be able to identify issues which arise and resolve them as quickly as possible
- Liaise and communicate effectively with other teams and department
- Be able to use IT and E-mail systems
- Have a positive and 'can do' approach to work

Hours are 9am to 5pm Monday to Friday