



We are looking for highly organised, driven and self-motivated individuals to join our team of Litigation Executives in our **Worthing office on 6th September 2021!**

What you'll be doing

Our Litigation Executives are responsible for supporting the business needs through understanding the legal process, preparing legal documentation, dealing with customer queries and the Land Registry, and understanding county court documentation.

Key responsibilities:

- Liaising and corresponding with our Customers, Courts, Land Registry and Debt Management companies
- Processing court documentation and transferring information onto internal systems accurately.
- Deal with general incoming post and respond appropriately
- Prepare legal documentation for service

When you join us, you will work Monday - Friday 8.00am-4.30pm with a 1-hour lunch break.

We are looking for people with experience in:

- Working in a busy, fast paced administrative or customer service environment
- Working to targets or deadlines whilst remaining self-motivated and driven with a "can-do" attitude
- Being highly organised and able to multi-task and deal with conflicting priorities
- Maintaining high levels of accuracy, and being able to use your initiative and prioritise tasks

Please note that you need to be over 18 and we are unfortunately unable to accommodate any holiday during the first 6 weeks training period.

The fun facts

Our Litigation Executives play a huge part in accomplishing our mission which is to deliver pathways to economic freedom for our customers. We recognise that it's their amazing efforts, hard work and dedication that sets us apart from the rest, so we offer a highly competitive salary and benefits package, including:

- A competitive starting salary of £18,000-19,200 depending on experience, with the opportunity for it to increase to £22,500 over time
- A fantastic quarterly bonus and bi-annual salary reviews.

- An enhanced holiday allowance – 30 days holiday including all bank holidays and the opportunity to take an additional 5 days unpaid holiday each year
- Discount and cash back on hundreds of high-street shops
- Insurance - healthcare cash back plan, travel insurance, life assurance
- 1 paid volunteering day per year

We also offer a comprehensive 6-week training period with opportunities to gain qualifications and develop your knowledge, skills and experience.

Next steps:

If this sounds like you and you've got what it takes, come and join our rapidly expanding company! We are looking for candidates to attend virtual zoom interviews over the coming weeks.

***Diversity and inclusion** are very important to us at Cabot and we value a multitude of diverse talent within our business. We want everyone to be themselves at work and encourage a culture that includes everyone. Our policies ensure that every candidate and employee are treated fairly and with equal opportunities.*

***At Cabot we are highly regulated by our clients, as such, any successful candidates will have to undergo a basic credit check and criminal background check. Please note that we are unable to proceed to interview stage if a CCJ, IVA or Bankruptcy appears on a credit file, or if you do not have full right to work in the UK – we are unfortunately unable to offer sponsorship.*

