



Mortimer Clarke is an award-winning company and a part of the Cabot Credit Management group. As a group, we've helped over 1 million customers take the first step towards financial recovery and we're on a mission to help even more!

As our customer numbers continue to grow, so does our need to hire fantastic people to help them. Our team members are our greatest asset – representing MCS to the people that rely on us to help them manage their accounts with us.

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

- 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

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

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 £19,829.00-£20,759.00 depending on experience with an opportunity for it to increase to £23,409 over time
- You will receive performance related bonuses, typically circa £320 per quarter.
- 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 – these are great fun!
- Hybrid working! Once our new starters are competent in their role, we operate a hybrid working business, offering employees the ability to blend between office and home working for better work life balance but we won't compromise on support whether you are in or out of the office and this will be available as and when you need it

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*

