

JOB DESCRIPTION

JOB TITLE:	Team Player – Post Completion		
REPORTS TO:	Team Leader		
DEPARTMENT:	Shared Services	LOCATION:	Leeds

PURPOSE

To administer the post completion process.

KEY RESPONSIBILITIES;

This does not set out every responsibility but provides an overview of the main areas of responsibility.

- Process registrations and send to the Land registry in line with set procedures, including use of the Land Registry e-portal system.
- Written and telephone correspondence with the Land Registry, lending institutions, borrowers and solicitors.
- Replying to requisitions from HMLR and resolving legal and technical issues, liaising with Post Completion Lawyers and Case Owners where necessary
- Process all the associated post.
- Accurately input, retrieve or amend data on the system as instructed or required
- Ensure that all processes are strictly complied with and that all files are accurately maintained and proceeding in accordance with set procedures.
- Dealing with recorded/special delivery mail.

Personal Qualities

- Good attention to detail.
- Good data input skills.
- Good communication and customer service skills.
- Ability to meet tight deadlines and targets & work under pressure.
- Good team player, but, also ability to work on own initiative.
- Good organisational skills.
- Experience of working in a high volume environment.
- Mortgage Knowledge (desired but not essential)
- Previous administrative experience

Employee Signature

Date