



<b>Vacancy:</b>	Case Handler
<b>Practice Area:</b>	Housing (Plot Sales Team)
<b>Location:</b>	Winchester
<b>Working hours:</b>	9:00 am to 5:30 pm Monday to Friday (37.5 hours per week)

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## The Firm

Capsticks is a leading provider of legal services to the health, social care, housing and emergency services sectors, as well as in the field of professional discipline. The firm has a turnover of c£47m and around 550 staff - including 400 fee earners - across 5 offices nationally. We act for a wide range of long standing clients in both the public and private sector, including all forms of NHS organisations, governmental and regulatory bodies, registered providers, insurers, police, fire and rescue services, independent health and social care providers, charities and GP practices.

Further details about the firm and the type of work carried out can be found on our website at [www.capsticks.com](http://www.capsticks.com).

## The role

The team deals with various residential property transactions, including sales, purchases, staircasing, re-sales, lease extensions, deeds of variation, transfers of equity and remortgages. This role will be working as part of the busy and supportive Sales Team within the Housing and Regeneration department, alongside other Case Handlers, a Team Leader, Solicitors and Partner.

## Main duties and responsibilities

- Drafting emails and letters to clients and solicitors
- Dealing with phone calls from clients and solicitors
- File administration including opening and closing matters and arranging deed-s scheduling
- Preparing engrossments
- Preparing invoices and completion statements
- Assisting with completion, including the transfer of completion funds, and post-completion
- Providing general support and assistance to the Team with workloads

## Other duties and responsibilities

- To assist the Plot Sales Team with issuing and any other help as is required
- To update client reports
- To build up a caseload and handle the running of files from instruction to post-completion with little assistance
- To keep on top of administrative functions of the role

## Candidates should ideally have:

- degree standard education;
- current/recent experience in the same or a similar area of law for example: conveyancing/real estate/commercial property/social housing (an advantage but not essential);
- good communication abilities;
- experience of working in an office environment (drafting letters etc.) (an advantage but not essential)
- excellent organisational skills
- an eye for detail
- good IT skills.

## Candidates will be expected to demonstrate at interview that they:

- are diligent;
- have good attention to detail;
- are proactive;
- are a team player; and

- are self-motivated.

### Candidates should be aware:

- that as part of the interview process there will be a written test -details of which will be provided to those candidates the firm calls for interview; and
- the firm is only able to respond to candidates we call for interview.

Candidates should be available to start immediately, or as soon as possible, and if you are interested in applying for this position please apply by sending your covering letter **and** CV via the vacancies section on our website at [www.capsticks.com](http://www.capsticks.com).

### Capsticks is an equal opportunities employer

Capsticks is committed to providing equal opportunities for all and to encouraging diversity through recruitment. Applications are welcome from all sections of the community and decisions to progress will be made with reference to entirely objective criteria only.

Capsticks is an agile firm and is open to conversations about flexible working.

In 2020 Capsticks achieved a 1 star accreditation from Best Companies, the specialists whose recognition programme is the standard for workplace engagement. The Best Companies accreditation is really important to Capsticks as it focuses on the trust and value we place in our people, their wellbeing and their careers.