

JOB ADVERT – Details

Company:	Countrywide
Role title:	Legal Administrator
Internal Reference Number:	33790
Closing date:	
Salary:	18000
Working Hours:	Monday – Friday 9-5.30
Temporary / Fixed Term / Permanent contract:	Perm
Location:	Shrewsbury
Contact details for applications:	Natalie.lewis@Countrywide.co.uk
Role description:	<p>We are currently seeking to recruit a Legal Administrator to join our Company Secretariat Department who now handle the majority of the Countrywide portfolio.</p> <p>Main Responsibilities:</p> <ul style="list-style-type: none"> • Dealing with change of address details keeping the main data base and Share Register up to date sending welcome packs to new owners and informing Accounts and Property Management departments. • Scanning all the incoming post

	<ul style="list-style-type: none"> • Entering new Resident Management Companies-Director/Shareholder details onto Share Register and make up files • Land Registry Searches • Dealing with incoming telephone calls, we have a dedicated phone line into CoSec Management Services Limited • General administrative duties <p>Required Experience:</p> <ul style="list-style-type: none"> • Customer focused • Proficient user in Microsoft packages, Tramps and PC Share • Excellent communication skills • Resilience <p>Upon gaining experience within the role, you will have the opportunity to develop your skills which would include:</p> <ul style="list-style-type: none"> • Keeping books for Ltd Companies, dealing with Annual Returns, appointments, resignation and change of Director details and returning these to Companies House in accordance with Company Law, this is mainly done direct from Company Secretariat software - Share Register Plus via efilng • Company Formations • Updating shareholder records • Reading legal documents • Producing Information Packs • Signing notices • Preparing deeds of covenant • Issuing Certificates of Consent • Issuing share/membership certificates to shareholders/members, • Liaison with solicitors and clients, and sending letters. • Circulating change of freeholder details • Circulating packs when losing a property
<p>Company website (optional):</p>	<p>https://www.countrywidecareers.co.uk/job/28902</p>