



## **Administration and Marketing Manager**

ABC Chambers Solutions have been instructed to assist in recruiting a Marketing & Administration Manager. Our client is a leading specialist set practicing in Intellectual Property who is seeking a Marketing & Administration Manager to join their team. Chambers is offering a highly attractive package including flexible working hours.

### **Duties include:**

- Day to day supervision of facilities contracts such as utilities, cleaning, IT suppliers and insurance
- Liaising with Inn of Court in relation to lease
- Assisting with the management of Chambers' accounts, VAT records, expense accounts and liaising with Chambers' accountant
- Maintaining members CPD and Data Protection Records including GDPR
- Management of staff contracts, pension details and holiday records
- Assisting with Chambers' marketing strategies and branding
- Operating Chambers' social media platforms
- Maintaining Chambers' website and individual members' profiles
- Assisting with the production of Chambers' news and articles
- Assisting with the organisation and production of seminars and talks
- Management and maintenance of Chambers' marketing database
- Supporting members of Chambers with their submissions to Chambers and Partners and Legal 500
- Preparing handouts for meetings and events (printing, photocopying and binding)

- Pupillage and mini-pupillage
- HR records

**The successful candidate will possess the following attributes;**

- Ability to prioritise and be flexible
- Pro-active with a can-do attitude
- Excellent communication skills, including written English
- Ability to work on his/her own or as part of a team
- Confident with the ability to bring new ideas and be creative
- Organised with excellent attention to detail
- Excellent knowledge of all MS Office programmes, email marketing software, social media platforms including LinkedIn and Twitter
- Ability to work with initiative
- Experience of working within Chambers and knowledge of current issues affecting members and staff

*For all enquiries please contact:*

**ABC Chambers Solutions LLP - 0203 440 5876 1 Fetter Lane, London EC4A 1BR.**

*To apply for this role please e-mail a comprehensive CV and cover letter to:  
[recruitment@abcllp.com](mailto:recruitment@abcllp.com) or contact one of the team for a confidential discussion.  
All third party applications will be forwarded to ABC Chambers Solutions.*