

**Reprographic Assistant £20-25K**

Our client is a leading set of chambers with expertise in Commercial, Construction, IT and Shipping. The successful candidate will be required to provide a reprographic and bundling service to members of Chambers and the clerking team with the preparation of printed materials and electronic files. The successful candidate will be required to work closely with the clerking team.

**Summary of Role:**

The Reprographics Assistant is focused on producing and printing electronic documents and providing print support to the members of Chambers and support staff. The ideal candidate will need to follow instructions, have excellent organisational skills and be able to meet deadlines

 **Responsibilities:**

* **Printing and collating bundles.**
* **Preparing authority bundles.**
* **Working to all deadlines set by members of chambers and the clerking team.**
* **Ensuring the copiers have suitable levels of toner and are in good working order.**
* **Excellent understanding of printers, copiers and popular IT software.**
* **Ensuring the accuracy of all printing and bundling tasks**
* **Ensuring a tidy and professional environment is maintained at all times.**

The job description is not exhaustive and the post holder may be required to undertake other duties as reasonably required.

**Qualifications**

Minimum of 5 A-C GCSE’s including core subjects.

**Essential Skills:**

* The ability to work well as part of a team and independently.
* To be able to record information accurately.
* Good IT skills.
* Excellent attention to detail.
* Ability to use own initiative and escalate issues to Head of Facilities where appropriate.
* Ability to follow instructions.
* Ability to locate authorities (Lexis Nexis & Westlaw) – training will be given.

*For all enquiries please contact:*

***ABC Chambers Solutions LLP - 0203 878 8410*** *1 Fetter Lane, London EC4A 1BR.*

*To apply for this role please e-mail a comprehensive CV and cover letter to:*

*recruitment@abcllp.com* *or contact one of the team for a confidential discussion.*

*All third party applications will be forwarded to ABC Chambers Solutions.*