

**Junior Clerk £22,815 plus benefits**

Our client is one of the leading commercial sets of Chambers and require a Junior Clerk to provide day-to-day support to the Clerks team and the Legal Services Support Supervisor on a range of general office duties.

Applicants will need to be educated to "A" level standard (min. 2 ‘A’ levels) or above and be articulate, able to demonstrate initiative and work as a team player. This is a busy and demanding role and the ability to perform accurately under pressure is essential. You will have excellent I.T. and communication skills, be flexible and have a positive attitude. Principle duties include:

**General Clerking:**

* Answering incoming telephone calls and directing calls to members of staff when reception is otherwise engaged.
* Efficient management and distribution of incoming communications and urgent papers/instructions.
* Lodging of documents, accompanying members to court, delivery of books to and from Court.
* Fixing hearings at Court.
* Entering fees and case data on to the LEX system.

**General Office:**

* Book couriers.
* Photocopying and bundling; ensuring correct re-charges are made to Members.
* Assist finance team with banking.
* Assist with the general upkeep and tidiness of Chambers offices space.

Any other day to day tasks as reasonably requested.

*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* *or contact one of the team for a confidential discussion.*

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