

Lamb Chambers is a highly respected set of commercial barristers' chambers comprising of nearly 50 barristers located in Temple, London. Our barristers specialise in providing their legal services across the areas of commercial, construction & technology, insolvency, international law, property and personal injury.

An opportunity has arisen to recruit a full-time junior assistant practice manager to join our team of practice managers. The candidate will play a vital support role to members of chambers and the other practice managers.

The Role:

Daily duties will be (but are not limited to):

- Photocopying
- Printing court bundles
- Scanning documentation to members
- Preparing refreshments for clients and visitors when required
- Answering telephone calls and diverting to relevant Practice Manager or member of chambers
- Sending case papers back to clients
- Collecting DX in morning and dropping off in the afternoon
- Obtaining court listings each day
- Monitoring members papers in the hot desk rooms
- Organising couriers
- Assisting members with setting up remote hearings/conferences
- Transporting members papers to/from court as and when required
- Working with our admin assistant co-ordinating the archiving of papers through our storage company
- Generally assisting the more senior members of the practice management team

The Candidate must:

- Be ambitious and demonstrate a positive can-do attitude
- Be well organised
- Be efficient and methodical in their work
- Have strong communication skills
- Know how to prioritise tasks in hand
- Be a team player

Skills and Abilities:

- Confident telephone manner
- Hardworking
- Ability to be polite and compassionate without lacking confidence
- Quick learner
- Be able to multitask

Details:

- Job type: Full-time, Permanent
- Salary: Competitive
- Working Hours: Monday to Friday (9.00am to 5.00pm – with some flexibility)
- 20 days annual leave
- Education: GCSE or equivalent (Preferred)
- Required to work from Chambers
- Benefits on completion of probationary period include: Bonus scheme, season ticket loan and pension scheme.

Lamb Chambers is committed to equality and to fostering diversity in our profession. We will treat everyone equally and fairly irrespective of their age, background, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity status, race, religion or belief, sex or sexual orientation.