

Two Harcourt Buildings is a leading London set specialising in criminal law with around 35 members. Chambers are now recruiting an assistant diary clerk.

The role will involve day-to-day contact with members, ensuring the smooth running of case invitations on Digital Case System, some management of members’ diaries, billing magistrates’ court work and fielding enquiries from clients whilst ensuring a high level of service is provided.

You will be expected to:

* Answer incoming calls to the clerking team.
* Monitor emails into the clerking team.
* Assist in advising clients of suitability of counsel.
* Assist with diary management for members including forward planning.
* Deal with case invitations to the Digital Case System
* Contact other clerks and list offices.
* Billing magistrates’ court work
* Assist with general chambers administration and other duties as may be required.
* Attending Chambers’ marketing/ networking events as required.
* Comply with all chambers’ policies and procedures.

The successful candidate will have over two years criminal clerking experience in both defence and prosecution work. Remuneration will be paid according to experience.

To apply please send your CV along with a covering letter to Keith Poynter at kpoynter@2hb.co.uk

Closing date midday Tuesday 6th August.