

**CLERKING ASSISTANT REQUIRED**

**SALARY IN THE REGION OF £22,500 PER ANNUM**

Temple Garden Chambers is a busy set of Barristers’ chambers which requires a full time clerking assistant

to deal with all postal duties and to maintain office facilities.

Duties include:

* Dealing with all incoming/outgoing post/DX
* Distributing post around various annexes
* Assisting members of chambers to court
* Ensuring all stocks are maintained
* General office duties including photocopying/filing/printing
* Filing and lodging of papers at court
* Assisting clerks/members of chambers when required
* Obtaining court listings and notifying Members of Chambers

Applicants should apply in writing enclosing a CV by **Monday 6 December 2021** to:

Nancy Rice

Temple Garden Chambers

1 Harcourt Buildings

Temple

London EC4Y 9DA

[nrice@tgchambers.com](mailto:nrice@tgchambers.com)