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**Junior Clerk**

1GC is one of the most prominent sets of barrister chambers in the country specialising in all aspects of family law. Its busy team of 22 staff supports 105 barristers. Chambers is based in Holborn in a state of the art building set over six floors of conference rooms and shared offices.

We are recruiting a Junior Clerk to support the clerking team with the day to day running of Chambers. This is the most junior role within the clerking team. The duties are varied and no two days are the same. It is a great opportunity for a junior keen to progress over time within the 1GC Family Law clerking team.

The successful candidate will have a natural aptitude for hard work, will be a good communicator and be able to interact with a variety of different personalities

The successful candidate will have the ability to think quickly, work well under pressure and show initiative, whilst being at ease working within a team environment.

**Reporting to:**  Practice Manager

**Place of work:** 1GC Family Law Chambers, 10 Lincolns Inn Fields, London, WC2A 3BP **Remote working:** No

**Salary:** up to £27,500 per annum, dependant upon experience

**Hours:** 40 per week

**Responsibilities include:**

* Delivering papers to and from Court
* Handling and dealing with general enquiries
* Updating records on the digital diary
* Assisting with servicing the 1st Floor Conference rooms
* Managing administrative tasks such as DX, post, stationery and copier monitoring
* Collecting papers and documents from around chambers and distributing accordingly
* Returning papers to solicitors
* Dealing with confidential waste

**Personal Specification & Competencies Required:**

* Good spoken and written English
* Attention to detail
* Excellent interpersonal skills
* Good team player, flexible and willing to help
* Previous experience of working in a professional services environment desirable but not necessary

**Qualifications & Experience:**

* BTEC and/or GCSE qualifications (including Maths and English) or degree level