



**EA/PA To Senior Clerk  
11KBW  
Competitive Salary  
(ref:1769)**

Our client, 11KBW is a leading set in the areas of employment, public, commercial and information law. They appear in many of the most high-profile cases across their practice areas from tribunals to the Supreme Court. They are noted for their excellence in advocacy and the outstanding quality of the work of their members. As well as continually striving to maintain outstanding levels of service, they are fully committed to driving forward equality and diversity. Chambers also recognise and support the importance of well-being amongst their members and staff alike.

Due to a period of continued growth, Chambers are now seeking to recruit an EA/PA to the Senior Clerk

**Reports to:** Senior Clerk

**Hours:** 40 hours per week plus lunch hour

This is an exciting new role within Chambers which will suit an experienced EA/PA with a proactive, “can do” attitude, who is able to work effectively in a small and friendly team.

**Job Summary:**

- To provide EA support to the Senior Clerk

**General Duties:**

- To provide full administrative support to the Senior Clerk on a day-to-day basis, including calendar and diary management, telephone calls, correspondence, taking messages, arranging lunches/dinners, booking appointments, scheduling meetings, word processing, photocopying, expenses, arranging travel and itinerary, note taking, and filing.
- Providing support to the Senior Clerk on client, BD and marketing events where required, including coordinating diaries and acceptances, obtaining costs, hiring appropriate venues, organising event catering, and confirming attendance.

**Any other day to day tasks as reasonably requested by the Senior Clerk to support the smooth administration of Chambers.**

**Person Specification:**

- Enthusiastic, proactive and self-motivated, with a “can do” attitude
- Collaborative team player able to work effectively in a small team
- Responsible, organised and reliable
- Calm and flexible working in a busy environment
- Good written and verbal communication
- Good attention to detail with sound proofreading and grammatical skills
- Must be IT literate (Microsoft Office, including PowerPoint)

All applicants are requested to complete an Equality, Diversity & Inclusion form, available [here](#)

For all enquiries please contact:

**ABC Chambers Solutions LLP on 0203 890 8190** - 38 Chancery Lane, London, WC2A 1EN

To apply for this role please e-mail a comprehensive CV and covering letter to one of the team or contact them directly for a confidential discussion:

Elliott Rogers - [elliott@abcllp.com](mailto:elliott@abcllp.com) – 0203 890 8190 – 07402424414

Jamie Clack – [jamie@abcllp.com](mailto:jamie@abcllp.com) – 0203 890 8190 - 07584 660532

Erin Mansfield – [erin@abcllp.com](mailto:erin@abcllp.com) – 0203 890 8190 – 07871180143

Penny Reason – [penny@abcllp.com](mailto:penny@abcllp.com) – 0203 890 8190

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