

Job Description

Job Title: Office Assistant

Based at: Doughty Street Chambers, London

Position reports to: Senior Practice Assistant

Job Purpose:

This entry level position is intended to coordinate and assist with administrative and operational functions in Chambers and to maintain a high standard of service and practical support. It will require working closely with the clerks and facilities.

This role is physically demanding and will consist of daily lifting duties (suitable Health and Safety training will be provided for this), requiring both a proactive approach to maintaining Chambers' facilities, alongside the appearance of Chambers' premises, as well as a reactive response to specific requests made by members and staff.

Key Responsibilities:

- The role will be supporting the clerking teams collecting and distributing papers and boxes to and from court and other locations as directed by the Practice Management team.
- To ensure that all documents delivered to Chambers or received by email or fax are dealt with in accordance with Chambers' procedures and managed efficiently within the time constraints.
- Sorting and distributing all incoming and outgoing post, document exchange (DX), parcel deliveries and liaising with the appropriate providers.
- Assisting with the creation of court bundles and photocopying for members of Chambers, within the time constraints of deadlines.
- Proactively recycling confidential waste and archiving or filing papers and boxes of files.
- Ensuring all public areas are kept free of obstructions in line with Health and Safety procedures.
- Supporting the reception team by providing reasonable cover during periods of leave.
- Supporting the clerking team with any other duties deemed necessary, including cover for team assistants when required.
- Assisting Head of Facilities when needed (Confidential waste and recycling collections on Monday and Wednesday, contact printer suppliers by email for any issues with printers that cannot be fixed on site, assist with room moves and delivery of furniture to Barristers' rooms as and when required, keep Head of Facilities informed of any stationary requests.)

Skills and Experience:

Qualifications	A minimum of 5 GCSEs at Grade A-C, including Maths and English, or equivalent.
Essential Competencies	<ul style="list-style-type: none"> • Be highly motivated. • Have excellent communication skills, verbal (including a good telephone manner) and in writing.

	<ul style="list-style-type: none">• Evidence of the ability to multi-task under pressure and meet tight deadlines.• Be familiar with Microsoft Office (Outlook, Word and Excel);• Be flexible in the nature and range of tasks required for the daily operation of Chambers.• Be well organised and efficient.• Ability to provide suitable solutions based on the information available and see tasks through to completion.• High levels of personal integrity.• Awareness of and commitment to principles of Equality and Diversity.
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Remuneration: Annual salary, £21,944.00

Working hours: Monday – Friday (40 hours)

Application: To apply, please send a CV along with a covering letter to Olivia Scott, by 12 noon on **Friday 15th February 2019**. Applications submitted after this date will not be considered.

Email: o.scott@doughtystreet.co.uk

Tel: 020 7404 1313

We are particularly keen to encourage applications from women and ethnic minority candidates.