

PALLANT

C H A M B E R S

Legal Administrator Opportunity

We are looking for an enthusiastic individual with a high level of attention to detail who will thrive in our friendly, professional and busy office environment.

This is an excellent opportunity and gateway to a rewarding and fulfilling career in Legal Practice Management or to gain experience working in a Professional Legal workplace.

This role could be suitable as part of a job share. The successful candidate will (following training) undertake the following roles:

- Barrister case load management
- Taking and acknowledging bookings for the barristers diaries
- Booking in existing and new case papers and emails as directed by the Civil and Family Clerks
- Dealing with all emails. Noting, booking, printing and forwarding as appropriate.
- Client Conference management
- Calling the courts for the following days case listings, noting listing on the computer and informing barristers of any material change
- Collating bundle of authorities as appropriate
- Answering the telephone and taking and passing on messages
- Collecting the post in the morning and parcelling post and taking the post in the evening
- Month end reporting
- Day to day facilities management
- Calling Courts and checking the Court lists online for the following days case listings
- Billing data entry
- General Office duties

To apply please email or post your CV and a covering letter to:

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