

Junior Practice Assistant

Job Description

- Taking lead in all printing requests on behalf of team members and barristers
- Preparing Court bundles for members and Judiciary when required
- Distributing post into pigeonholes and replacing magazines in the waiting area
- Administration tasks including DX, post and managing office supplies and stationary monitoring - Making sure chambers is stocked adequately – toilet paper, hand towels, hand soap, tea, coffee, milk, bottled water etc
- Greeting clients, solicitors and visitors and offering them refreshments
- Allocation and management of conference rooms for client meetings.
- Taking / picking up documents to and from court
- Organising couriers to deliver papers and documents to barristers' home.
- Support Marketing Manager with events, socials, seminars.
- Answering incoming calls from members clients and solicitors in a timely manner and passing them to the relevant member of staff if required
- Booking in cases and professional day to day diary management for the barristers
- Entering instructions/case related documents and any other notes onto MLC and ensuring they are passed on immediately to the relevant member of staff.
- Action an opportunity for each enquiry for fair allocation purposes
- Taking note of fee disputes when they arise and promptly letting the other clerks, or the fees team know.
- Fee negotiations with solicitors (under guidance from senior practice managers)
- Supporting barristers directly – deal with direct email s from members regarding their diary management, papers, and just general enquiries.
- Daily listings to all barrister and occasionally their prospective instructing solicitor
- Contacting courts regarding available parking for some members
- Chasing solicitors and paralegals for bundles and instructions to counsel
- Answering and completing the vast constant queries that come into the clerk's inbox alongside the other clerks.
- Organizing advocates meetings for barristers and obtaining the links when required

- Liaising and fixing cases with other parties by either email, telephone or attending list offices in court
- In an emergency assisting with any other task the clerking team need help with and prioritising that over my current workload

Reporting to Senior Practice Manager – Billy Forecast (billy.forecast@4bc.co.uk)