***College Chambers is looking to recruit a First Junior Clerk / Experienced Administrator***

*The successful candidate will be joining a hard-working and busy clerking and administration team based in Southampton. This is a senior position based in the Clerks Room and with that the individual will have sole responsibility for deputising for the Senior Clerk in their absence.*

*Accordingly, this role requires the individual to have significant clerking or administration experience and be able to the provide clients and barristers with the highest standard of service without supervision.*

*The successful candidate must have first-class communication, decision-making and interpersonal skills, possess impeccable attention to detail, be an effective problem-solver, have demonstrable and confident decision-making skills together with exceptional organisational and multi-tasking abilities.*

*At College Chambers we pride ourselves and are widely recognised for our exceptional client care. The successful candidate must be experienced in delivering high level client care and possess outstanding relationship building skills.*

*The role requires the candidate to have experience in mentoring and motivating team members to ensure Chambers’ high standards are consistently achieved.*

*Salary is negotiable subject to experience.*

*If you would like a confidential discussion in regard to this vacancy please do not hesitate to contact our Senior Clerk/Practice Director, J-P Schulz, on 02380 230338*

*Please apply by email to jp@college-chambers.co.uk enclosing a CV and a covering letter setting out your suitability for the role together with details of salary expectation.*

*Deadline for applications – 4th April with interviews to take place in the week of 7th April.*

*Full job description attached.*