

Assistant Practice Manager

Full time

Salary Range – £32,500 to £35,000

4PB are inviting applications for the position of Assistant Practice Manager to join their award-winning team, who are renowned for their excellent standard of service to its members, clients, and the court system.

4PB are a multi-award-winning set, recognised across the industry as market leaders, specialising in all areas of Family Law.

Candidates will have in the region of 18 months clerking experience and possess the following attributes:

- Exceptional attention to detail and ability to work under pressure.
- Punctual, courteous, and able to communicate appropriately with members, clients, and all those with whom chambers engage.
- A strong team player who can work independently using their own initiative.
- Self-motivated and able to work under pressure and make reasoned decisions.
- Strong organisational and administrative skills.

Key responsibilities would include but not limited to:

- Taking and managing diary bookings and general diary organisation for members of Chambers.
- Daily mentoring and Training Junior clerks
- Liaising with fellow clerks, court staff and listing hearings at all levels
- Ensuring papers are received.
- Negotiating brief fees
- Monitoring Chambers' inbox
- Developing an in-depth knowledge of the practice and expertise of members

Excellent benefits package including:

- Interest free – travel season ticket loan
- Private healthcare
- Pension contribution
- Life insurance
- Gym membership
- Discretionary annual bonus

To apply, please submit your CV, covering letter and a completed Equality and Diversity Monitoring Form via email to Michael Reeves mr@4pb.com, Paul Hennessy ph@4pb.com or Kenny Martin kjm@4pb.com

If you have any queries, please contact Michael, Paul or Kenny using the contact details above.

All applications and/or any queries will be received in complete confidence.

Closing date **Friday 14th March**, with interviews to follow shortly after.

Chambers is an equal opportunity employer and welcome applications from all individuals, regardless of race, gender, disability, religion, sexual orientation, or age.