



**Pallant Barristers Chambers** are recognised as one of the Leading Sets of Barristers Chambers in the South East of England. We are currently looking to recruit an office junior working under our junior clerk to assist in the smooth running of our administration.

The role will include:

- Answering the telephone and assisting with initial enquiries
- Dealing with email, post and fax communications
- Entering new cases as they arrive into Chambers
- General Office Duties

The ideal candidate will be enthusiastic, enterprising and have the ability to multi task whilst remaining focused on detail. This is an excellent opportunity that could provide the successful candidate with a future career as a barristers clerk.

Hours: 8.30am – 5.00pm Monday to Friday

Salary: £10-£12,500 per annum

To apply, please write, attaching your CV, to Alister Williams, Pallant Chambers, 12 North Pallant, Chichester, West Sussex, PO19 1TQ. The closing date for applications is 2<sup>nd</sup> December 2011.

[WWW.PALLANTCHAMBERS.CO.UK](http://WWW.PALLANTCHAMBERS.CO.UK)