**Junior Clerk**

**Salary Up to £18,000**

**Fixed Term 12 month contract**

9 Park Place is a leading set of Barristers Chambers based in Cardiff comprising 60 barristers who practice in civil, crime and family, supported by a staff of eight.

We are sole occupants of a four-storey building which is situated within easy walking distance of all major transport links and we celebrate our 70th anniversary in 2017. We are now looking to urgently recruit a Junior Clerk to support the work of our experienced clerking team. This post offers an opportunity for the right candidate looking to learn new skills, or to develop existing ones, in an interesting and varied role within a legal services environment.

Core duties to include:

* Assisting the clerks with all administrative and reprographic duties
* Telephone support

Qualifications:

* A minimum of “A” level attainment

Essential Skills:

* The ability to work well as part of a team and independently
* To be able to record information accurately
* Good IT Skills including proficiency across the Microsoft suite
* Excellent attention to detail
* Ability to use own initiative and escalate issues to senior staff
* Ability to follow instructions

Desirable Skills

* Experience of web-based applications (*eg* Portals)

Start Date: asap

Please submit all applications to: [jobs@9parkplace.co.uk](mailto:jobs@9parkplace.co.uk)

We regret that only candidates shortlisted for interview will be contacted.

9 Park Place is an Equal Opportunity Employer