

## Outdoor and Office Assistant - Job Description

### Duties:

- Reporting to manager of the team
- Liaising with the members of the team and other clerks to ensure the smooth running of the department
- Keeping the team informed of requirements and outstanding actions which require follow up

### Including:

- Organising the distribution of the post and DX each morning
- Taking post to the post office daily
- Delivering mail by hand for members of Chambers (in the local area)
- Delivering skeleton arguments to courts and other chambers
- Arranging delivery of / delivering documents out of London
- Taking documents to and from various courts, solicitors' offices and arbitration centres in London
- Organising papers throughout Chambers
- Organising papers etc for offsite storage
- Organising internal and external storage areas and maintaining a list of all documents stored
- Photocopying and printing of documents – advising clerks of charges as appropriate (following our protocol)
- Arranging external photocopying
- Sending and distributing emails and urgent documents in accordance with Keating Chambers' protocol
- Keeping all photocopiers and printers filled with paper in all areas. Carrying out daily checks of all barrister floors and staff areas for paper, jams, toner, stationery supplies
- Obtaining lists of authorities / researching via electronic subscriptions and at libraries / on websites
- Assisting with general maintenance as appropriate
- Moving furniture
- Undertaking personal duties for members of Chambers when time allows
- Assisting with set up of arbitration suites and conference rooms
- Assisting the Conference Facilitator in making refreshments for meetings when busy
- Clearing conference rooms and returning papers to barrister rooms
- Assisting the clerks' room as directed
- Assisting the administration team as directed
- Collecting lunches etc
- Booking couriers, taxis etc
- Assisting in other areas of Chambers' work as directed, to ensure the smooth running of Chambers
- Undertaking continued training as appropriate for your role
- Working in a safe manner, identifying any health and safety hazards, and advising the administrator

Any other duties as directed and duties are subject to change dependent on the requirements of Chambers' business. All duties are both for Keating Chambers Service Company Ltd and /or Keating Chambers.