

UNIT

CHAMBERS

Job opportunity

Job Title: Client Care Advisor, Liverpool based.

Salary: £16,000 - £20,000 p.a (more depending on skills and experience)

Hours: Monday to Friday, 9am – 5.30pm

Do you want to be part of the Unit Family? If so, we are looking to recruit a Client Care Advisor operating from our Liverpool base but also servicing our new Manchester chambers and clients.

Unit Chambers are a new breed of barristers' chambers. Specialists in family law and experts in business; we have ability and agility at our core.

We are the fastest growing family law specialists in the UK and we provide a bespoke service that is centred around our mission to deliver the best possible results for our clients.

In this exciting new role, we are looking for intelligence, judgment and most crucially, a capacity to anticipate and see around corners. We are also looking for loyalty, integrity, a high energy approach and the drive to get things done.

The successful applicant will become an integral part of the Unit team and will report directly to the Practice Manager, Eve Humphries.

If you are interested in learning more about this exciting new role at Unit Chambers please send in your C.V and a covering letter to Lisa Edmunds, CEO of Unit Chambers via email at lisaedmunds@unit.law

We welcome applications from all sections of our community.

Timeline:

Application closing date: 10th June 2022
Interview week: w/c 11th July 2022
Notification: w/c 1st August 2022
Start date: 1st August 2022

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Job Description:

Key Responsibilities and Duties

To assist the Practice Manager and Fees Manager in ensuring the smooth daily running of Unit Chambers;

- Taking the day to day responsibility for the organisation of our barristers,
- Managing the diary,
- Negotiating fees,
- Ensuring our barristers have their case papers and where necessary liaising with solicitors and clients about this,
- Forward planning the diary for the delivery of case papers and checking court lists,
- Assisting with the billing of work,
- Telephone and email bookings of hearings and conferences,
- Dealing with general telephone and email enquiries
- Assisting in marketing and business development activities in and out of Unit Chambers,
- Arranging Unit Chambers events and education workshops,
- Continually update our database and liaise with Unit's marketing partners to keep social media content relevant and updated,
- Lead the production and content of Unit's monthly newsletter to clients.