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Jennifer Olivier



Chambers' Administrator
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PROFILE

Jen is the Chambers' Administrator, responsible for ensuring the efficient organisation of Chambers and providing key support for its operations. She assists with seminars and events, Health and Safety, IT, updates the website, and offers administrative support to the Chambers Operations Manager and Executive Committee. Her duties include preparing reports, coordinating meetings, and ensuring compliance with administrative policies and procedures.

Jen joined Chambers in April 2005 as a Receptionist and transitioned to her current role in May 2016. With extensive experience and a proactive approach, she effectively manages Chambers' facilities and practice administration.

Jen's normal working hours are Monday through Wednesday.

Jen on LinkedIn.