

Family Law Secretary | Boutique Practice | Advance Your Career

Imagine working in a family law practice where you don't get lost in the 'big firm' environment... and, where you can thrive and progress in a friendly, formidable team that strives to provide every single client with the highest levels of service.

What's on offer

Hartley Family Lawyers is looking for a secretary / legal assistant to join our growing boutique family law practice. If you're looking for rewarding career growth within a small, ambitious team, we would love to hear from you.

Attention to detail, the ability to work independently, excellent communication, both verbal and written and a professional attitude are paramount in this role.

Key duties will include but not limited to:

- General office tasks such as scanning, filing, printing, processing mail, etc;
- Reception duties including telephone duties and assisting clients when required;
- Providing admin support to senior members of the legal team
- Preparation of letters, documents, and Court document forms
- Preparing brief to Counsel and assisting with financial disclosure
- Transcribing dictations;
- Uploading documents to Commcourts;
- Other adhoc administrative duties.

If you meet the following criteria, we would love to hear from you:

- A professional and friendly nature with clients and other staff
- Strong work ethic and a proven history of learning
- Familiarity with Microsoft Office programs
- Fast and accurate typing skills (essential)
- Excellent time management and organisational skills
- Ability to prioritise and multi-task

Prior experience within family law is welcomed but not required.

Please note that this is a full-time role and no working from home arrangements are being offered at this stage due to the nature of the work required.

Does this sound like the opportunity you have been waiting for? If so, we'd love to hear from you.

Confidential applications can be addressed to the General Manager, Shantel Reid at shantel@hartleyfamilylaw.com.au

All applications will be treated with the strictest of confidence.