

Legal Admin Assistant | Boutique Practice |

Why join us:

Hartley Family Law is an innovative boutique family law firm in the Brisbane CBD. Effective team work and high customer service are very important to the success of our firm.

We provide all of our employees a genuine opportunity for professional development in an environment that values and recognises high performance.

All employees at our firm are given additional annual leave per calendar year with extra benefits and perks (such as gym memberships) which will be discussed in detail with the prospective candidate upon commencement with our firm.

The role:

The role is a general administration position with exposure to all aspects of legal work. The role would be most suitable for a recent school graduate or a law student starting first year. It is a full time role. You do not need to be qualified or undertaking qualification within the legal industry to be considered.

In this role, you will be responsible for:

- Organisation of the Electronic file management system;
- Assisting with reception duties including directing telephone calls and meeting clients;
- Assisting with the electronic lodgement of the court documents;
- Management of diary and client appointments;
- Date entry, filing, scanning and photocopying duties;
- Other ad hoc administration and support for other legal team members.

Who we are looking for?

We are looking for a high performing administration assistant who is looking to start their career within the legal industry. The successful applicant will be able to build their career through both informal and formal learning experiences whilst working together with other members of our firm.

This is an entry level role so your points of difference will be:

- Strong work ethic;
- Enjoyment working apart of a team;
- Proactive with a solution focused attitude;
- Enthusiasm and a willingness to learn

Salary will be negotiated with the successful applicant upon acceptance in line with the Legal Services Award.

Next steps:

Please click “apply now” to apply online with your cover letter and resume.
Alternatively, please send through your documents
to shantel@hartleyfamilylaw.com.au