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We at Prominent Lawyers are looking for a full-time legal clerical administrative assistant who will be part of our Burwood team. The successful applicant will need to be able to multi-task, confident and articulate with the ability to deal with senior level executives on a daily basis.

Some of the duties include are as follows:

- Preparing, editing, and proof-reading documents.
- Liaising with clients.
- Diary and travel arrangements.
- Have excellent time management skills and have a great eye for attention to detail.
- 80+ words per minute typing speed.
- Your sound computer skills, positive, easy-going attitude and willingness to take on any task will be well regarded for this busy role.
- Manage hard copy and electronic files and records and maintain and adequate filing system.
- General administration duties and amongst other things.

We require someone who fits our firm's values which are "Caring, Passionate, Proactive, Honourable and Empathetic".

Are you someone who possess excellent communication skills, both written and verbal, have keen eye for detail and be adept to working in a fast-paced working environment?

Apply for this position by sending your resume via email to [info@prominentlawyers.com.au](mailto:info@prominentlawyers.com.au)