

LEGAL SECRETARY/PA

Fulltime Position (Monday – Friday)

Hours: 9:00am – 5:00pm

BARKUS DOOLAN is a Sydney based First Tier boutique family law firm with a national reputation. We are seeking a legal secretary/PA who is highly organised and has an eye for detail.

To be considered for this position you will need:

- Be either a 1st or 2nd year law student
- Typing of approximately 80wpm
- Excellent communication skills both oral and written
- Working knowledge of MS Office and/or PC environment
- Previous experience with Open Practice and/or Lawdocs would be advantageous
- Great enthusiasm and take pride in the quality of your work
- Initiative and enjoy building client relations
- Present in a professional manner
- A positive attitude and be a team player

Your role will be varied including but not limited to:

- Typing (knowledge of BigHand software would be an advantage)
- Liaising with clients, barristers and other solicitors
- Preparing legal documents
- File management
- Diary management
- Filing, copying and collating briefs

This is an excellent opportunity to work for one of Australia's First Tier boutique family law firms in Sydney that prides itself on providing a supportive and professional team environment where your contribution will be recognised and valued.

If you would like to be considered for this position please forward your resume and covering letter to rachael@famlaw.com.au.