**Civil Paralegal – Full time (12 month contract)**

O’Brien Criminal and Civil Solicitors is a fast-paced boutique law firm based in Sydney CBD. Our office is looking for a Civil Paralegal who has a strong interest in civil law and is available on a full-time basis.

This is a perfect opportunity for someone who is in their final years of study or completing PLT (Practical Legal Training) and is looking to take their skills and experience to the next level.

**Responsibilities** You will be exposed to a wide range of legal matters and be responsible for a range of administrative tasks including:

* Drafting routine correspondence, reviewing and editing letters and documents;
* Be the first point of contact for client enquiries;
* Responding to emails, liaising with various stakeholders;
* General office management;
* File management and maintenance of e-archives and office precedents;
* Legal research;
* Assisting solicitors with general administrative tasks;

**Requirements**: To be considered for this position, please ensure that you provide a cover letter together with your resume.

It would also be preferable that you have volunteer experience and/or strong professional experience (in a different field is acceptable). You must demonstrate an ability to communicate effectively and confidently through both your verbal and written skills. You also need to be able to take initiative, follow directions, have a capacity to solve problems and work independently.

**Application procedure:** To apply, please email your cover letter and resume to juliette@obriensolicitors.com.au. In your cover letter, please outline your interests in civil law and include your earliest possible start date.