

24 June 2021

**Legal Secretary / Paralegal - Full Time/Jobshare Position  
Cronulla**

Gibson Howlin Lawyers has an exciting position for a **full time conveyancing legal secretary**. We would also **welcome applications from Paralegals** and will consider **part time employees in a job share arrangement**.

Experience in all aspects of conveyancing, LEAP software and PEXA is essential. Knowledge of Estates, Wills, Power of Attorneys, Enduring Guardianships and Commercial matters will also be looked upon favourably.

If you feel that you meet the above requirements and are looking for a new challenge close to home, please email your resume and covering letter to [hs@gibsonhowlinlawyers.com](mailto:hs@gibsonhowlinlawyers.com).

[www.gibsonhowlinlawyers.com](http://www.gibsonhowlinlawyers.com)

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