Legal Secretary / Paralegal Administration

Summary

Opportunity for legal secretary / paralegal role in a friendly and professional boutique law firm for administrative, accounting and conveyancing work

Company background

PC Law is a boutique law firm operating from Crows Nest. We provide advice on a variety of legal matters, however our primary area of expertise is land acquisition, that is, acting for individuals and businesses whose land is acquired by the government for infrastructure projects, such as the North West Rail Link.

Job description

You will work closely with the Director & Principal lawyer within your role as a Legal Secretary/Paralegal, and be exposed to a range of high quality work.

You primary roles will be:

- Administration - to manage the administration of the firm including file management, costs disclosures, office management, answer phone calls, manage document systems, maintain records and subscriptions and other related tasks;
- Accounting, Systems & IT - payroll, maintain accounting records including MYOB, manage bank accounts including trust accounts, make superannuation and tax office payments, manage document systems and other related tasks;
- Conveyancing – Conduct Conveyancing matters from start to finish. You do not necessarily need to have experience in this area although it would be useful. In job training can be provided.

You will be expected to adopt a ‘hands on’ approach and will be given the opportunity to interact directly with potential clients. This position would ideally suit an applicant with excellent organisational and time-management skills as well as an interest in carrying out a wide variety of tasks

What’s in it for you?

You will benefit from the role by:

- Receiving direct training from an experienced lawyer with top-tier and government experience;
- Being directly exposed to a wide range of business processes and legal scenarios within a leading land acquisition boutique firm;
- Being given responsibility and autonomy for a variety of tasks and the opportunity to engage with legal transactions;
- Positive and friendly working environment, with an encouraging principal lawyer available to answer questions;
- Opportunity for client contact right from the start;
- The opportunity for diversified work, including Conveyancing work; and
- Opportunity to work across a number of practice areas.

Requirements

The ideal applicant will either be studying or have completed tertiary training (Degree or Diploma) in a relevant field such as Law, Business Administration and be someone who:

- Is extremely well organised and pays attention to detail;
- Is reliable, consistent and timely in remitting tasks assigned to you;
- Has excellent organisational and forward-planning skills;
• Is resourceful and possesses a good working knowledge of computer applications, including Microsoft Office;
• Is able to understand basic accounting – a familiarity with MYOB is preferable;
• Is highly intelligent and possesses good research skills;
• Is able to work autonomously and show initiative.

Relevant experience is regarded favourably.

Terms of employment

The position is 3-5 days per week depending upon your availability and commencing upon selection of an appropriate candidate.

You will be provided with an attractive salary package.

To apply

Submit your cover letter, resume and academic transcript to Ben Brown at general@pclaw.net.au