



LEGAL SECRETARY/ASSISTANT

- **Working in an established law office;**
- **Great growth opportunities;**
- **Supportive modern management style;**
- **Broad mix of legal assistant and secretarial tasks;**
- **WFH flexibility.**
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An outstanding opportunity exists for a motivated and enthusiastic **Legal Secretary/Assistant** to join our dynamic team.

DBL Solicitors is well known as a market leader with an established client base and excellent reputation. We are recruiting a legal assistant who will complement our experienced legal teams.

This role offers an exceptional development opportunity supporting career growth and personal development.

With the guidance and supervision of our well respected and experienced team in our **MORNINGSIDE** office your role will include:

- Administrative tasks such as deliveries, banking, filing and telephone overflow;
- Providing secretarial support to our commercial, property & estate lawyers;
- Contacting clients to update them on the progress of their matters;
- Processing and emailing client letters;
- Conducting online searches;
- File opening and closing;

To be successful in this role you will have a strong attention to detail, have previous experience working in a law firm or professional services office and the ability to work accurately during busy periods.

The role requires a highly motivated individual who will embrace the opportunity to deliver exceptional support to our legal team.

You will be a proactive person who can demonstrate a high degree of initiative, dedication and organisational ability. It is also essential that you possess the following skills:

- Excellent interpersonal and communication skills;
- Ability to work within a team environment;
- Sound typing skills with proficiency in Microsoft Word;
- Knowledge of Open Practice or other legal accounting software, PEXA and Lawdocs (highly regarded, but not essential).

With the right skills, experience and desire, you will thrive in this great team environment and role.

Although primarily a full-time role, law students are encouraged to apply.

Salary will be offered commensurate with experience.

To apply for the position, please direct your application and resume to Heather Steen by email hsteen@dbl.com.au.
