



RECEPTIONIST/ADMIN ASSISTANT - LEGAL OFFICE

- **Working in an established law firm;**
- **Great growth opportunities;**
- **Supportive modern management style;**
- **Broad mix of legal assistance and administrative tasks.**

An outstanding opportunity exists for a motivated and enthusiastic **Receptionist/Admin Assistant** to join our dynamic BAYSIDE team.

DBL Solicitors is well known as a market leader with an established client base and excellent reputation. We are recruiting a full-time receptionist/admin assistant who will complement our experienced team.

The role offers an exceptional development opportunity supporting career growth and personal development and will include some legal assistance tasks in addition to a traditional receptionist role.

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

- First point of contact for **DBL** clients at reception;
- Administrative tasks such as receipting, mail, photocopying, stationery orders, filing;
- Creating and closing files in our practice management system;
- Conducting online conveyancing searches;
- Liaising with clients, agents, law firms, banks and brokers;
- Assisting lawyers and conveyancing paralegals.

To be successful in this role you will have a strong attention to detail with the ability to work accurately during busy periods. Prior experience in a law firm or professional services will be highly regarded.

The role requires a highly motivated and creative individual who will embrace the opportunity to deliver exceptional client service.

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:

- Good interpersonal and communication skills;
- Ability to work within a team environment;
- High proficiency in Microsoft Word;
- Sound typing skills;
- Knowledge of Open Practice and Lawdocs (preferred but not essential).

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

This is a full-time role 8:30am to 5:00pm Monday to Friday.

Salary will be offered commensurate with age and experience.

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