

March 2017

## Legal Secretary Brisbane Office

### Role

DSS Law is seeking a full-time secretary with a minimum of 3 years' experience in a legal services environment.

This rewarding and challenging role will provide legal administrative support to solicitors in our general commercial and litigation teams.

We are looking for a highly organised person with excellent communication skills.

The successful applicant will have excellent word processing and computer skills with a high level of accuracy and attention to detail.

Our firm utilises LEAP practice management system and therefore experience with this software will be highly regarded, however, is not essential.

Duties will include:

- Diary and email management
- Liaising with clients and third parties
- Preparation of correspondence
- Preparation of and amendments to documents
- Transcribing digital dictation
- Performing various searches
- Billing and accounts related requests
- File management and general administration

In return we offer pleasant working conditions in the Brisbane CBD, the opportunity to expand your role and a supportive team environment within a positive firm culture.

A competitive salary package will be negotiated with the successful applicant commensurate with skills and experience.

### About DSS Law

With offices in Brisbane and Melbourne, DSS Law has built a strong reputation as a trusted legal advisor in the areas of litigation, property, commercial, corporate, insolvency, and wills & estates.

Our team is known for their personal approach and reliable and responsive service.

We believe our focus on delivering excellent client service and our commitment to building long-term, trusted relationships with our clients is what sets us apart from other firms.

DSS Law prides itself on hiring competent individuals and we reward self-starters who continually strive for personal and professional growth.

### Apply

Applications should include a current curriculum vitae and a detailed cover letter that outlines how the candidate requirements are met.

Interested applicants to email applications to: [r.pappagallo@dsslaw.com.au](mailto:r.pappagallo@dsslaw.com.au)