

## Junior Reception & Legal Administrative Assistant

DSS Law is a boutique law firm with an exciting opportunity for a full time Junior Receptionist & Legal Administrative Assistant to join our team in the Melbourne CBD office. The successful applicant will provide support and service to the practice and our clients.

### General responsibilities will include, but not limited to:

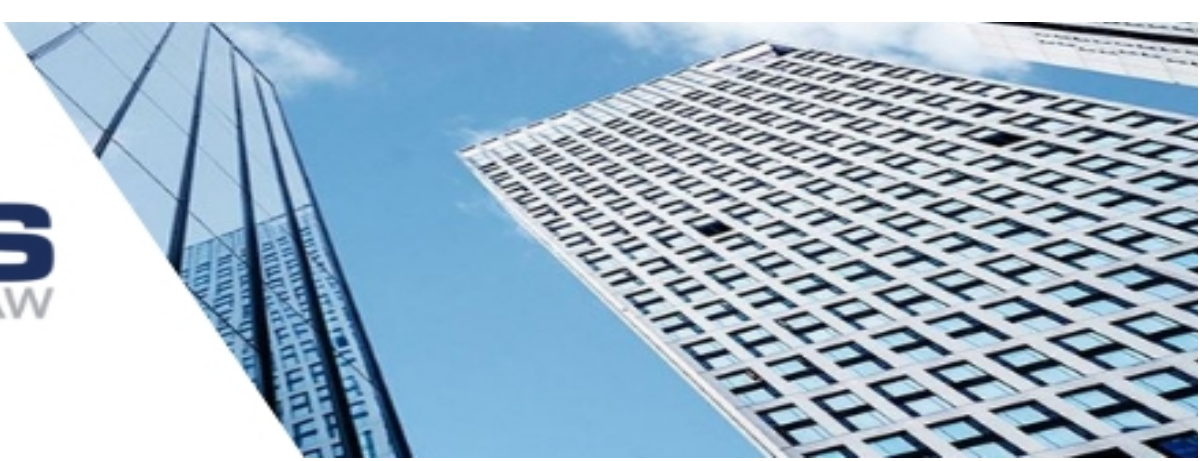
- Answering and directing phone calls to relevant staff members;
- Scheduling meetings and appointments;
- Ordering and taking inventory of office supplies;
- Processing and directing mail, incoming packages or deliveries;
- Filing and maintaining file records for the firm;
- Client correspondence (letters and emails);
- File management (opening and closing/archiving files);
- General admin (photocopying/scanning);
- Greeting and directing visitors and new staff to the firm; and
- Booking and arranging travel for staff members if required.

### Additional legal tasks will include, but not limited to:

- Preparing and drafting Court documents;
- Litigation meeting minutes;
- Filing court documents (online/at the courts); and
- Preparing briefs for barristers.

### Skills and relevant experience

The successful applicant will have excellent interpersonal skills, a willingness to learn, be highly organised, proactive and have a great attitude! This role will suit a second or third year onwards law student who would like to experience a busy commercial law firm. As our firm has recently expanded, there may be opportunity for growth for the right candidate.



Previous experience in a professional environment will be highly regarded however, training will also be provided.

**Apply**

Successful interviewees will be contacted directly. Please email [hiring@dsslaw.com.au](mailto: hiring@dsslaw.com.au) your resume to apply. Applications from agencies will not be considered at this time.

**BRISBANE**

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**MELBOURNE**

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