

Legal Secretary Brisbane Office

Role

A fantastic opportunity exists to join a progressive commercial law firm in Brisbane's CBD. A position has arisen for a busy Legal Secretary / Office Manager role in our growing firm.

Our Firm is seeking a full-time secretary who has a minimum of 2 years' experience in a legal services environment. This is a rewarding and challenging role providing legal administrative support to solicitors in our general commercial and property team. For the right person, this role will also encompass an Office Manager role if this is what you are looking for.

We are looking for a highly organised person with excellent communication skills. You will have excellent Word processing and computer skills with a high level of accuracy and attention to detail. You will also have experience with Queensland Court forms and processes. Our firm utilises LEAP practice management system and therefore, experience with this software will be highly regarded, however not essential.

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

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.

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

Applications

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

The application form will include these questions:

- How many years' experience do you have in a legal secretary role?
- How much notice are you required to give your current employer?
- Which of the following Microsoft Office products are you experienced with?
- What's your expected annual base salary?
- What's your average typing speed?

Interested applicants to email applications to: r.pappagallo@dsslaw.com.au

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, employment, criminal, personal injury 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.