

Junior Legal Secretary

- **New modern offices in the city**
- **National law firm**
- **Training provided**

Our client is a national law firm with a growing office in Perth. Due to growth they are now seeking a Junior Legal Secretary to join their friendly team.

This is a great opportunity for either a receptionist or administrator to take the next step in their career and commence a rewarding career as a Legal Secretary.

The role will not only provide you with excellent training, but a broad range of responsibilities and duties.

Key responsibilities include:

- Typing of letters, faxes and e-mails;
- Creation of legal documentation;
- Answering and directing telephone calls;
- Liaise with clients;
- Arrange couriers;
- Sort incoming and outgoing mail;
- Complete document lodgements, searches and Court filing;
- Photocopy, bind and fax documents;
- General secretarial / administration duties.

The successful candidate will be well presented and have exceptional communication skills. This role requires someone who shows initiative and can work autonomously as well as part of a larger team.

In addition, the successful candidate will possess the following skills or qualities:

- Intermediate knowledge of Microsoft Word and Outlook;
- Ability to touch type;
- Strong attention to detail;
- Sound spelling and grammar skills;
- The Ability to multitask.

Previous experience in an administration or reception role and the willingness to learn new skills will be looked upon favorably.

To find out more about this outstanding opportunity, please contact Kristy Campbell on 08 9489 7040 and/or email your resume to kristy@checkside.com.au.

All discussions and emails will be treated as highly confidential to protect your privacy.

Please note that we will respond only to candidates whom in our opinion have the required experience and suitability for this position.