

Personal Assistant for Legal Team

We are seeking an experienced Personal Assistant to work with the firm's director and another lawyer forming part of his direct team.

Mason Lawyers is a medium sized practice with 3 offices in the Newcastle Region.

The Director and his direct team work across a range of practice areas, including Commercial, Corporate, Litigation, Conveyancing, Wills & Estates. A broad experience across a range of practice areas is desirable, but not essential. Applicants should detail their experience in all practice areas when submitting their application.

The successful candidate will have a minimum of 2 years experience as a Personal Assistant or Secretary in a Law Firm, will possess a can do attitude and will have the confidence to take initiative when supporting the Director and his direct team.

Core competencies include:

- Exceptional communication skills
- Proactive approach to work
- A high level of computer literacy and technical skills
- Excellent attention to detail
- Well-developed time management skills

Tasks and Responsibilities of this role include:

- Client liaison and managing client queries
- Dictation typing
- Producing and amending legal documents
- Monthly billing and attending to billing queries
- Filing, matter administration

The role is Monday to Friday, preferably full time. However, we would consider a candidate who wishes to work reduced hours (for example 6 hours per day) instead of full time.

We are a firm that values our team and their happiness, both at work and home. If you have children and want to attend their special moments during work hours, that's all good with us.

For more information on the firm, check out our website at www.masonlawyers.com.au and our socials.

*Direct Applicants need only apply.

Employer questions

Your application will include the following questions:

- How many years' experience do you have as a personal assistant?
- Which of the following legal practice management software do you have experience with?
- What's your expected annual base salary?
- Which of the following Microsoft Office products are you experienced with?
- How much notice are you required to give your current employer?