

Job Title:	Legal Assistant
Location:	Dubbo, New South Wales
Salary:	Legal Services Award
Type and Duration:	Full time 12-month Maternity Leave Position commencing August 2022 with potential permanency
Job Published:	15/07/2022

Duffy Elliott Lawyers has provided legal service to the western region of New South Wales for four generations over more than 125 years. We pride ourselves on providing the best legal advice to our clients. Our staff are our backbone and the future of our firm. We look for the right people who can help us maintain our high-quality service. Join our established company that offers fantastic culture and career prospects.

Duties and Responsibilities:

Provide our professional staff with administrative support including:

- Answer telephone enquiries in an efficient, friendly and professional manner including screening calls, taking and relaying accurate and properly detailed messages and providing information when necessary.
- Maintain Outlook Calendars.
- Create and modify documents such as contracts, leases, court documents, invoices, reports, memos, letters and financial statements using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office, LEAP or other programs including modification of such documents as requested.

Applicants will have:

- Strong administration skills – organised with meticulous attention to detail.
- Accuracy in investigations and record keeping.
- Can conduct professional stakeholder interactions with empathy, conflict resolution skills and persistence.
- Ability to work in a team or unsupervised.
- High level of computer literacy with excellent typing and excellent Microsoft Office skills including Outlook and Word.
- Willingness to learn new skills and concepts.
- Timeliness of receipt and dissemination of information.
- Proactive, punctual and reliable.
- Well presented and well spoken.
- Ability to create a positive impression with the most professional, courteous and expedient manner.

General Duties:

- Clerical duties including photocopying and emailing; including maintaining mail
- Maintain electronic and hard copy filing system
- Provide assistance in the administration and maintenance of records as requested.
- Assist with general enquiries.

Key skills and Competencies:

- Organisation and planning – organise your workload, multi task as needed and prioritise.
- Communication – ability to communicate clearly and effectively verbally and in writing
- Strong attention to detail.
- Trustworthiness – being honest and taking personal responsibility for the quality and content of your work.

What is in it for you:

Willingness to learn and grow as a valued member of our team | Work with a team who are supportive, and people focused | Social outings | 12-month contract with potential for future permanent employment | Training is supported financially and encouraged for staff.

Applications Close 29 July 2022 | Please forward Cover Letter and Resume to simone@duffyelliott.com.au | Call 02 6841 4300 with any enquiries or head to our website www.duffyelliott.com.au for more information