

## LEGAL SECRETARY

A position is available for a Legal Secretary. There is an opportunity for part-time or full-time employment.

The successful applicant is required to be competent in the following areas:

- Excellent communication skills and time management;
- Fast and accurate typing skills, and experience with Microsoft Word;
- Able to prioritise, multi-task and work proactively;
- Work well autonomously and in a team.

Conveyancing and trust account experience would be an advantage.

Duties include: word processing including preparing documents and accounts, file maintenance, liaising with clients and staff, reception and general office duties.

Please forward details of qualifications, work history, referees and written references by Friday 10 December 2021 to:

The Manager

P O Box 599

Tully, QLD. 4854.

Email: [leah@rossmanganosolicitors.com.au](mailto:leah@rossmanganosolicitors.com.au)