

"We Specialise in People"

LEGAL ASSISTANT / SECRETARY

Our client is a growing regional firm, practicing in all areas of law. Their practice provides a dynamic, progressive yet friendly environment to expand your legal career. As one of the fastest growing legal firms in the Mackay region, they will offer you all the usual benefits of a legal career, in addition to the benefits of a life in the tropical city of Mackay. At present, they are looking to employ a permanent Legal Assistant.

The role includes, but is not limited to:

- Supporting Solicitors and Para Legals
- Producing documents from audio dictation
- Liaising with clients and other parties
- Diary management
- Letter writing

The applicant must possess the following skills and attributes:

- Previous legal assistant experience preferable
- Microsoft word and keyboard skills
- Excellent spelling and grammar
- Attention to detail
- Ability to work in a high pressure environment
- Friendly and personable manner

If you have experience in the Legal Industry or have 3 years in the Administration field and believe you have the skills they are chasing, please submit your resume to Hayes Hr asap.

office@hayeshr.com.au



 **HAYES HR** PTY LTD

www.hayeshr.com.au