

We are seeking an enthusiastic, confident and hands-on part time Outside Clerk to join our growing firm to keep our office running smoothly.

This is an excellent opportunity for someone who is looking to gain experience in an office environment on a part time basis

About the Practice

Our firm is an established and highly regarded Ipswich Firm with offices in Ipswich, Springfield and Gatton.

The Firm is a progressive and expanding practice with strong links to the local community built over 90 years.

The Firm is a general full service Firm with over 30 staff.

The main areas of practice are in Family Law, Personal Injury, Wills & Estates, Commercial, Conveyancing and General Litigation.

If you thrive on working autonomously, problem solve and multi-task, enjoys doing both basic and complex tasks, whilst willing to roll up their sleeves to do whatever is needed in the office, then you're our person. The right person will become someone the office 'can't live without.'

This position is 4 hours day, Monday to Friday, 1pm to 5pm.

This position is a level 1 position under the *Legal Services Award*. Remuneration will be tailored to the successful applicant

About the role

- General receptionist duties
- General administration duties- coordinating mail, phones, stationery, catering, filing, shredding etc.;
- Purchasing office supplies and maintaining inventory;
- Organising and getting approval from management on quotes for services required in the office;
- Ad-hoc administrative duties;
- Keeping the client facing areas presentable and dressing the meeting rooms at all times;

A full outline of the position will be provided at the interview.

About you

- Microsoft Office skills – Outlook, Word, Excel;
- Down to earth, team player - someone who is happy to do whatever is needed, be that emptying a dishwasher/bins or making a coffee for clients;
- Willingness to take instruction and to learn;
- Solution-focused problem solver;
- Excellent attention to detail and exceptional organisational skills;
- Highly efficient in time management;
- Exceptional written communication skills;
- Strong verbal communication skills and confident phone manner;
- A passion for providing outstanding customer service and going above and beyond for people no matter the task;
- Ability to prioritise/multi-task and work within a fast paced/high pressure environment;
- Must have a current drivers licence.

Advantages

Ipswich and the surrounding area is rapidly becoming a leading growth suburb in SE Qld while retaining a relaxed town feel. The central town centre in Ipswich has been redeveloped into a restaurant, entertainment precinct and community event centre. Conveniently located between Brisbane, the Gold Coast and Toowoomba. Affordable living close to university, hospital and major retail outlets.

Training will be provided to ensure the successful candidate is provided with all the business knowledge required, to successfully fulfil the requirements of the role.

How to Apply

If you feel that you are the right person for this role, based upon the above requirements, then please apply by attaching resume and cover letter in either PDF or Word format ensuring that your relevant skills are highlighted.