


Senior Associate

GAJIC LAWYERS • Parramatta NSW 2123

 *Not provided*

 Work type
Full Time

 Contract type
Permanent

Job details

 Date posted
10 Jun 2021

 Expired On
08 Jul 2021

 Category
Legal

 Occupation
Personal Injury Law

 Base pay
Not provided

 Contract type
Permanent

 Work type
Full Time

 Job mode
Standard/Business hours

 Industry
LEGAL

 Sector
PRIVATE BUSINESS

 Desired education level
BACHELOR'S DEGREE

Work Authorisation
**WORK / HOLIDAY VISA
INTERNATIONAL /
OVERSEAS
AUSTRALIAN CITIZEN /
PERMANENT RESIDENT**

 Company size
11 to 50

Licenses & certifications

NSW PRACTICING CERTIFICATE

BACHELORS DEGREE IN LAW

Perks

GYM MEMBERSHIP

HEALTH DAYS

Skills

NEGOTIATION SKILLS

ADVANCED COMPUTER SKILLS

HIGH LEVEL OF ORGANISATIONAL SKILLS

ADVANCED COMMUNICATION SKILLS

MUST HAVE EXPERIENCE IN PERSONAL INJURY LAW

PROFESSIONAL LEGAL SKILLS IN AREAS OF PERSONAL I

EXCELLENT INTERPERSONAL AND PEOPLE SKILLS

HIGH LEVEL OF BOTH INTERNAL AND EXTERNAL CUSTOMER

ABLE TO MAINTAIN CONFIDENTIALITY AT ALL TIMES

ABILITY TO WORK EFFECTIVELY UNDER TIGHT DEADLINES

Full job description

Responsibilities

1. Instigate and have the conduct of legal proceedings;
2. Provide comprehensive legal advice on a wide range of legal matters

including that of personal matters.

3. Preparation and management of matters associated with personal injury. This will include, but is not limited to: draft legal documents and correspondence, file management, contact with clients, court hearings, conferences and teleconferences & views;
4. Brief Counsel as appropriate;
5. Liaison with other staff / principal on legislation changes and application for the practice;
6. Business development support: new client generation in all Australian states and follow up with leads;
7. Manage files efficiently and within a timely manner.
8. Assist with the development with new precedents
9. Utilise precedents where required to ensure consistency of completed work.
10. Provide direction and support to team members in a proactive and constructive manner.
11. Understand and communicate to the team monthly objectives in relation to status of all matters, especially in relation to completed matters.
12. Complete monthly reports
13. Identify specific issues that may influence monthly objectives and bring to the attention of the principal.
14. Ensure that all members of the team act in a manner consistent with the firm's culture and professional code of conduct.
15. Receiving instructions from new clients
16. Claim vetting