


## Legal Assistant

ChoiceOne • Perth WA 6000

 Base pay  
\$0 - \$0

 Work type  
Full Time

 Contract type  
Permanent

### Skills

MICROSOFT OFFICE

TEAM PLAYER

LITIGATION

### Full job description

- Boutique Legal Firm
- Central Location
- Close Knit & Friendly Team

Are you a dynamic Legal Assistant looking for your next opportunity? Our client is a central boutique law firm seeking and are seeking a highly skilled Legal Assistant to join their team as soon as possible.

### The Great Opportunity

You will be responsible for:

- Meeting and greeting clients face to face
- Manage incoming phone calls
- Filing, photocopying, scanning
- Data entry
- General administration tasks
- Electronically filing of court documents
- Formatting legal documents
- downloading and filling briefing documents

### The Successful Candidate

To succeed in this role you will be required to demonstrate:

- At least 3 years of similar experience in a Commercial or Insurance litigation setting


### Job details

 Date posted  
**18 Jun 2021**

 Expired On  
**18 Jul 2021**

 Category  
**Legal**

 Occupation  
**Legal Secretary**

 Base pay  
**\$0 - \$0**

 Contract type  
**Permanent**

 Work type  
**Full Time**

 Job mode  
**Standard/Business hours**

 Work Authorisation  
**AUSTRALIAN CITIZEN / PERMANENT RESIDENT**

- Knowledge of eCourts, Landgate and WorkCover portals
- Dictaphone experience
- intermediate knowledge of WorkSite/FireSite
- Fast and accurate typist
- Strong attention to detail
- Positive and friendly attitude
- Strong knowledge of Microsoft Office suite
- Excellent communication skills
- Corporate presentation
- A team player

### **The Benefits**

In return you will receive:

- An opportunity to work for a great law firm
- Supportive, friendly and team based environment
- Relaxed office culture
- Great team socials and events

To apply online, please click on the appropriate link below. Alternatively, for a confidential discussion, please contact Rebecca Mulligan on 089215 3888, quoting Ref No. Bekk.