



# Position Description – Legal Administration Assistant (FT)

November 2021

## 1 About Prolegis Lawyers

Prolegis Lawyers is a leading Australian law firm providing specialist legal services exclusively for charities, not-for-profits and philanthropy. Our purpose is to help enable and accelerate the work of the people and organisations in these sectors.

Our clients include both Australian and international organisations and include organisations and individuals directly involved in this work, as well as their other advisors, companies (public and private) and individuals who have an interest in the sector.

Our people have a personal commitment to the sector and continue to serve in various leadership, advisory and other volunteer roles in charities, not-for-profits and philanthropy.

Our offices are in Sydney and Melbourne.

## 2 Position Summary

Job Title: Legal Administration Assistant

This is a new position for a Legal Administration Assistant in our **Sydney office**.

The responsibilities of the role involves:

- Supporting 2 Partners, and other team members in administering legal matters (using the suite of Microsoft Office applications) including opening and closing matter and maintaining records and filing;
- Managing diaries (and those of other team members) including travel bookings and the like;
- Helping prepare presentations to be delivered by Prolegis solicitors at conferences and seminars;
- Preparing documents and advices under the oversight of the solicitors;
- Entering timesheets and monthly billing for clients
- Supporting the other administrative staff from time to time, including helping with large printing; collating and despatching tasks;
- Responding to phone calls and liaising for online and in-person conferences on behalf of the solicitors;
- Assisting with general office duties for the smooth running of the office;
- Working as part of a team to ensure that effective administrative support is maintained;
- Other duties as assigned by the Partner or other authorised team member from time to time.

The ideal candidate will demonstrate high levels of integrity, humility, accountability and reliability as a team player.



### 3 **Qualifications and skills:**

This position would suit a person interested in joining a dynamic, growing team in a growing sector with opportunities for continuing professional development.

Specifically, we are looking for a candidate who can demonstrate:

- A commitment to Prolegis' vision and values and demonstrated interest in the charity and philanthropy sector.
- Strong interpersonal skills, including a deep commitment to client service, humility and the abilities to learn quickly and, work and communicate effectively with colleagues across both offices and with clients at all levels and providing support in a fast paced environment.
- Advanced skills in the full suite of MS Office software.
- Confidence and skills in trouble-shooting simple IT issues.
- Understanding of administrative functions and office practices.
- A flexible, positive and proactive 'can do' attitude.
- Excellent attention to detail with the ability to multi-task, prioritise demands and meet deadlines under pressure.
- Self-starting and strong sense of personal responsibility with the ability to work independently but with the judgment to know when to seek guidance.

### 4 **How to apply**

Please submit your application addressed to 'the Managing Partner' to the email below. In your application, include an expression of interest and resume.

Only direct applicants are accepted, and we will only contact you if your application is successful for interview.

[enquiries@prolegis.com.au](mailto:enquiries@prolegis.com.au)

[www.prolegis.com.au](http://www.prolegis.com.au)

**Applications close: COB Wednesday 22 December 2021**