

Position title Legal Practice Coordinator/EA

Reports to General Manager

Position type Full time, permanent

Hours 9:00am – 5:30pm

Location North Sydney

Date August 2026

Job description

Prolegis Lawyers provides legal advice and guidance exclusively to charities, not-for-profits and philanthropists.

We are looking for a highly organised and proactive Legal Practice Coordinator/EA to provide dedicated support to a Partner and a Practice Leader. The role is central to the effective delivery of client work and involves coordinating legal matters, managing workflows and deadlines, triaging communications, and supporting litigation and regulatory engagements.

Working closely with the Partner and Practice Leader, the Legal Practice Coordinator/EA helps ensure matters progress efficiently, priorities are managed effectively and clients receive exceptional service.

We have offices in Sydney and Melbourne and work as one team.

Position objective

The Legal Practice Coordinator/EA provides dedicated matter management, workflow coordination and practice support to a Partner and Practice Leader. Acting as a central point of coordination between lawyers, clients, courts, regulators and other stakeholders. The role supports the efficient delivery of client work by monitoring deadlines, managing competing priorities, triaging communications and maintaining effective systems and processes.

Key Responsibilities

Matter Management and Workflow Coordination

- Coordinate and monitor legal matters to ensure deadlines, deliverables and client commitments are met
- Maintain matter plans, action lists, task registers and workflow systems
- Proactively follow up lawyers and team members regarding outstanding actions and priorities
- Assist the Partner and Practice Leader to manage competing deadlines and workloads
- Identify emerging issues, potential delays and risks and escalate where appropriate
- Coordinate large and complex matters involving multiple stakeholders and workstreams.



Inbox and Communication Management

- Manage and triage email inboxes of the Partner and Practice Leader, identifying priorities, action items and matters requiring escalation
- Identify urgent issues, client requests and time-sensitive matters requiring action
- Monitor enquiries and correspondence to ensure timely allocation, follow-up and resolution
- Coordinate information flow between lawyers, clients and external stakeholders
- Prepare routine correspondence, file notes and administrative communications as required.

Litigation and Regulatory Support

- Assist with the administration of litigation, investigations and regulatory matters
- Maintain court, tribunal and regulator deadlines and calendars
- Prepare court portal filings and electronic lodgements
- Coordinate filing, service and distribution of documents
- Support hearings, mediations and conferences, including scheduling and logistics
- Maintain accurate matter records and documentation.

Practice and business support

- Prepare, format and manage legal and commercial documents
- Open and maintain matters and ensure files remain accurate and up to date
- Coordinate billing activities, including bill preparation, time-entry follow-up and client reporting
- Prepare reports, presentations, agendas and meeting materials
- Support the ongoing improvement of systems, processes and workflows
- Manage diaries, meetings and commitments for the Partner and Practice Leader and assist with the coordination of client meetings, hearings and other key engagements.

General office administration

While the primary focus of the role is supporting the Partner and Practice Leader, the position will also assist with general office administration, including meeting coordination, supplier management and office resources as required.

Provide occasional administrative support to the broader team, including onboarding activities, travel arrangements and other operational tasks.

Corporate Values and Culture

- Demonstrate Prolegis values of one team, genuine care, commitment to excellence and humble leadership.

Strategy and Operational Management

- Strive to develop, implement and maintain best practice processes and procedures for the administration within the firm



- Share knowledge with others to broaden experience and team growth.

Personal Requirements

Behavioural Capabilities

- Proactive and committed to creating a positive experience for colleagues and clients
- Strong communication and stakeholder management skills
- Exceptional organisational skills and attention to detail
- Ability to manage multiple priorities in a fast-paced environment
- Sound judgement and the ability to work independently
- Takes ownership of tasks and follows matters through to completion
- Demonstrates initiative and anticipates future needs
- Builds collaborative and productive working relationships
- Maintains professionalism, discretion and confidentiality
- Responsive to feedback.

Knowledge/Qualifications/ Experience

- Experience in a legal, professional services or other fast-paced, deadline-driven environment is highly regarded
- Experience providing dedicated support to senior professionals, partners, executives or practice leaders in a fast-paced environment
- Demonstrated experience managing complex workflows, projects, legal matters or competing deadlines
- Experience managing high-volume email correspondence and triaging competing priorities
- Experience coordinating legal matters, litigation, investigations, regulatory matters or professional services engagements is highly desirable
- Familiarity with court filing systems, eCourt portals, litigation processes and legal practice management systems is highly desirable
- Strong written and verbal communication skills
- Proven ability to exercise judgement, discretion and confidentiality when handling sensitive information
- Commitment to delivering exceptional client service and working collaboratively within a team.

Technology Capabilities

- Advanced Microsoft 365 skills, including Outlook, Teams, Word, Excel and PowerPoint or Canva
- Strong document formatting and document management skills
- Experience using document management and legal practice management systems is desirable



- Confidence using technology for online meetings and collaboration
- Ability to troubleshoot minor technology issues and learn new systems quickly.

Benefits

- Monthly phone allowance
- Monthly team lunches
- Employee Assistance Program (EAP) for health and well-being, career coaching, and financial advice.

What our people say

- 'There are amazing opportunities to work with outstanding clients throughout the charities and not-for-profit sector.'
- 'Everyone is extremely friendly and invested in supporting each other, both personally and professionally.'

If that sounds like you, we'd like to hear from you.

Please email your **CV** and **cover letter** addressed to Kate Robinson, General Manager to krobinson@prolegis.com.au. Don't forget your cover letter!

Learn more about Prolegis and our work by visiting our website www.prolegis.com.au