

Position title Team Administrator / Executive Assistant

Reports to General Manager

Position type Full time, permanent

Hours 9:00am – 5:30pm

Location North Sydney

Date July 2025

About Prolegis

We exist solely to provide specialist legal services in relation to charities, not-for-profits and philanthropy.

Our purpose is to help enable and support the good work of the people and organisations who seek our help and advice. We believe the values of trust, humility, teamwork, reliability, service and honesty applied to a clear and compelling purpose make the world a better place.

Our clients range from large philanthropic foundations, national charities and not-for-profits to smaller organisations operating at a local level to make a difference.

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

Position objective

The Team Administrator role provides support through:

- Enhancing the efficiency, effectiveness and culture of Prolegis to serve the charity and philanthropy sector by supporting the team, and the firm's plans and priorities
- Enabling the team to focus more time on client relationships and service, team development, business planning, and key projects
- Consistently re-evaluating working practices in terms of efficiency and innovation and seeking out and implementing new practices where required.



Position Responsibilities

Client Focus

- Use practical judgement to prioritise critical and less critical activities to ensure internal and external clients are the primary focus of actions. Seek guidance where needed
- Look at issues from a client perspective.

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.

Managing Business Relationships

- Be proactive in support of team members and follow-up of their priorities
- Be responsive to feedback, work co-operatively with all team members and clients
- Seek to create and maintain collaborative relationships.

Day to day responsibilities

- Handle office tasks, such as filing, opening matters, generating reports and presentations, setting up for meetings, credit card reconciliations and reordering supplies
- Diary management - including arranging meetings and conference calls with internal and external parties
- Assist with billing process and bill production
- Manage and direct enquiries and correspondence and act as point of contact among team members, clients and other external stakeholders
- Format documents and file management using high level Microsoft Office skills
- Make travel arrangements, such as booking flights, cars, and hotel reservations
- Assist with setting up technology and user profiles for new staff
- Being the first point of contact for the firm on the phone and for visitors
- Manage information flow in a timely and accurate manner - including anticipate, inform, advise and escalate emerging, important and sensitive issues
- Maintain polite and professional communication via phone and email
- Anticipate the needs of others in order to keep the office running smoothly.



Personal Requirements

Behavioural Capabilities

- Genuine desire to be proactive and create a positive experience for others
- Superior communication and stakeholder management skills
- Strong organisational, time management and multi-tasking skills
- Ability to be flexible and manage competing priorities
- Exceptional attention to detail while also being accurate
- Ability to problem solve on the run and meet each challenge directly.

Knowledge/Qualifications/ Experience

- 2+ years administration experience in professional services and/or the corporate environment an advantage.

Technology Capabilities

- Advanced level Microsoft Outlook, Teams, Excel, Word and Canva or PowerPoint
- Understanding of digital technology used for online meetings
- Understanding of digital office technology and ability to troubleshoot minor technology difficulties for stakeholders is desirable.

Benefits

- Monthly phone allowance
- Monthly team lunches
- Employee Assistance Program 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 another, 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 admin@prolegis.com.au. Don't forget your cover letter!

For more information contact Dani Cipriano at dcipriano@prolegis.com.au or 02 9466 5222.

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