

Position Description

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| Position | Lawyer, Corporate & Commercial |
| Reports to | Corporate & Commercial Partners |
| Direct reports | None |

About the role

Our firm is looking for a Graduate Lawyer to work within our dynamic Corporate & Commercial practice group. We require someone who is approachable, engaged and committed to providing high-quality work whilst working with key internal and external stakeholders.

The successful candidate will have an opportunity to work on a range of commercial matters for a diverse client portfolio, including:

- > Commercial contracts
- > Commercial advisory and regulatory advice
- > Mergers and acquisitions

Candidates with experience in intellectual property and privacy and data protection are also encouraged to apply.

Duties & responsibilities

- > Drafting advice and contracts
- > Attending client meetings
- > Providing a high level of support to fee earners within the team
- > Strong technological skills in legal research, document management systems, Microsoft 365 and time recording system
- > Excellent critical thinking, oral and written communication, problem solving and negotiating skills.
- > Sound judgment and attention to detail
- > Understanding of Commercial Property related legislation
- > Adhering to the firm's policies and procedures, particularly those in relation to client and file management
- > Creating and developing your business development plan

Qualifications & experience

- > Bachelor of Laws or Juris Doctor
- > Victorian Practising Certificate
- > Knowledge of legal procedure

About Us

Rigby Cooke Lawyers is a full-service law firm providing commercial expertise and industry knowledge to private and public sector and not-for-profit clients across Australia.

With origins that can be traced back to the 1840s, we have earned our reputation of achieving success for – and with – our clients by remaining adaptive to change. We do this by understanding each of our clients' businesses and industry and staying at the forefront of changes in technology and legislation.

This is because, above all else, we remain true to our mission, *Our people: Your success.*

Our clients range from some of the largest and best known Australian and overseas companies to mid-market, privately owned or publicly listed companies, not-for-profit government entities and private clients with a mix of commercial and family assets and investments.

We can work with our clients by providing full-service ongoing support for all their commercial and private needs or by offering specialty expertise when required.

Our benefits

Rigby Cooke offers a range of benefits to staff well in excess of standard employee benefits programs including the opportunity to work flexibly and above market salaries. We value respect, accountability and being a team player.

Interested?

Please submit your CV by email to:

Lindsey Kelly

Human Resources Manager

E: LKelly@rigbycooke.com.au