

Position Description

Position	Senior Associate, Property
Reports to	Property Partners
Direct reports	None

Primary objective of the position

We are currently looking for a Senior Associate with a minimum of five years' experience to join our Property team. We require someone who is approachable, engaged and committed to providing high-quality work whilst working with key internal and external stakeholders.

Duties and responsibilities

- > Drafting advice, drafting contracts
- > Legal research
- > Adhering to the firm's policies and procedures, particularly those in relation to client and file management
- > Follow your business development plan
- > Strong technological skills in use of legal research systems, internet research, document management systems, Word, Outlook, time recording system
- > Excellent skills in:
 - Analytics
 - Oral and written communication skills
 - Advocacy
 - Problem solving and negotiating skills
 - Attention to detail
 - Drafting
 - Managing work and time
 - Contract advice
 - Sales and purchases of residential and commercial real estate
 - Experience with off the plan developments an advantage (not essential)
 - Leasing documentation for landlord and/or tenant
 - Sale and purchase of business transactions including liquor licensed venues
 - Knowledge of all property related legislation
 - PEXA and Duties Online experience

Other competencies

- > Accountable
- > Professional
- > Client focused
- > Ability to work in teams and autonomously
- > Professional
- > Knowledge of legal procedure

Qualifications, experience required

- > Bachelor of Laws or Juris Doctor
- > Victorian Practising Certificate
- > Strong research and legal drafting skills
- > Demonstrated experience in property and conveyancing matters
- > At least 5 years PQE experience.

Relationships

Internal

- > All staff

External

- > Clients of the firm

Responsible for

- > Not applicable.

Our culture and values

Rigby Cooke Lawyers rely solely on the quality of our people. The firm is our people; their expertise, talent and behaviours.

We work hard to ensure we recruit and retain those people who embody the Rigby Cooke values. Our culture is evolving, but together we have defined what matters to us as we work, and what we need from each other to get the best from our working life and the best from each other.

Passion: We are committed to the success of our clients through excellence

Accountability: We listen, communicate clearly, take responsibility and act with integrity

Respect: We demonstrate genuine understanding and dignity in all relationships

Team: We are united and empowered to bring out the best in our clients and each other

Contact

Please submit your resume to Lindsey Kelly, Human Resources Manager, or contact Lindsey for a confidential discussion.

Lindsey Kelly

Human Resources Manager

E: LKelly@rigbycooke.com.au