

Position Description

Position	Legal Assistant, Planning & Environment
Reports to	Partner and Head of Planning & Environment

About the role

To provide secretarial and administrative support to our leading Planning & Environment team.

Duties & responsibilities

- > File and document management including client and matter opening, electronic and physical filing, general matter administration including scanning, printing, photocopying and archiving physical and electronic files
- > Prepare monthly billing
- > Undertaking title and company searches
- > Arrange general and trust account receipting and disbursing of funds
- > Diary and calendar management including coordinating and organising meetings (internal and external), monitoring emails and taking telephone calls
- > Drafting correspondence, Disclosure Statements and Costs Agreements
- > Transcription of dictation
- > Understanding court processes and procedures
- > Collation and management of Court and Tribunal documents, including compiling of physical and electronic Court books, Briefs to counsel and filing and serving material
- > Format, edit and review documents
- > Assisting with mail merges
- > Assist with general financial tasks including timesheet entries and debt reminders
- > General administrative support

Qualifications & experience

- > 3+ years' experience in similar role
- > Experience of Planning & Environment preferred but not essential
- > Able to work autonomously
- > Highly developed time management and organisational skills, enabling a quick turn-around of tasks
- > Minimum typing speed of 80 wpm
- > Well-developed written and verbal communication skills
- > Excellent Microsoft skills, including Word, Excel and Outlook
- > Ability to monitor, prioritise and manage workloads
- > Ability to work as part of a team and provide assistance where necessary
- > Exercise initiative and maintain confidentiality
- > Maintain a positive, friendly, and energetic attitude.

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