

# EMPLOYMENT OPPORTUNITY

## OFFICE ASSISTANT

### ABOUT US

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Wightons Lawyers is a progressive, mid-tier regional law firm with offices in Geelong, Corio, Ocean Grove and Winchelsea.

As one of the leading law firms in the Greater Geelong region, we pride ourselves on delivering professional legal services that exceed our client's expectations in a prompt, professional, honest and effective manner.

Our slogan "We'll be there" reflects our focus on offering both excellent legal services to our clients and providing a supportive environment for our team.

### ABOUT YOU

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An enthusiastic person with initiative and a willingness to learn is sought for a full time Office Assistant role (commencing January 2024) – suitable for school leaver or someone returning to the workforce.

This position involves a combination of reception and administrative tasks as well as an opportunity for advancement within the firm.

You will be reliable with a common sense attitude and a willingness to apply it to all situations.

### Skills & Experience

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- A flexible and helpful 'can do' attitude
- Microsoft office skills
- Basic cash handling (advantageous)

### Responsibilities

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- Collating, sorting and distributing mail
- Assistance with strong room entry and filing
- Court filing, banking and deliveries
- General filing
- Assisting reception, secretarial and other legal support staff as required
- Opening / closing matters
- Basic cash handling

- Greeting clients
- Preparation of correspondence
- Clear communication (verbal & written communication skills)
- Answering and directing phone calls
- Taking clear phone messages
- Emailing, scanning and photocopying

### **Values & Employee Benefits**

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We value work-life balance and believe in fostering a positive and supportive work environment.

We understand the importance of personal wellbeing and offer access to a well-developed Employee Assistance Program (EAP) funded by Wightons (as employer).

To apply please submit your resume and cover letter to Justine Finlay (Managing Director) at [justinef@wightons.com.au](mailto:justinef@wightons.com.au) by close of business Friday, 24 November 2023.

*Please note this role will not commence until January 2024 – with interviews being conducted December 2023 / January 2024.*

**[www.wightons.com.au](http://www.wightons.com.au)**