

EMPLOYMENT OPPORTUNITY

OFFICE ASSISTANT

ABOUT US

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

An enthusiastic person with initiative and a willingness to learn is sought for a full time Office Assistant role – suitable for school leaver.

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

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

Responsibilities

- Collating, sorting and distributing mail
- Court filing, banking and deliveries (out of office)
- General filing
- Assisting reception, secretarial and other legal support staff as required (various tasks)
- 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
- Regular kitchen tidy (including cleaning coffee machine)
- Assistance with keeping a neat and tidy Reception and meeting room spaces (including occasional light cleaning tasks)
- Assistance with meeting room preparation for various mediations & conferences
- Assisting Deed Clerk with document entry and filing (at Clerk & Receptionist direction)

Values & Employee Benefits

We value work-life balance and believe in fostering a positive and supportive work environment with monthly morning teas and monthly rostered half days off (following probation period).

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 by close of business Monday, 3 February 2025.

www.wightons.com.au