

EMPLOYMENT OPPORTUNITY LEGAL ASSISTANT - FAMILY LAW

ABOUT US

Wightons Lawyers is a progressive 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 clients' expectations in a prompt, professional, honest and effective manner.

Our mantra "we'll be there" reflects our focus on offering both excellent legal services to our clients and providing a supportive, family-like environment for our team.

ABOUT YOU

We are seeking an experienced Legal Assistant for a full-time role within our Geelong office to join our family law team. This position will see you working closely with two another legal assistants supporting our family law solicitors.

Family law experience (or transferrable skills from a similar role) together with good to excellent Microsoft Office skills are essential.

Knowledge of LEAP practice management software, the PEXA conveyancing platform and court portal systems would be advantageous but not necessary.

Skills & Experience:

- prior experience as a legal secretary or assistant;
- ability to manage workloads and prioritise in accordance with broad and specific directions;
- strong work ethic and initiative;
- accurate typing;
- a flexible and helpful attitude;

- attention to detail;
- confidence in dealing with clients, solicitors, barristers and other parties; and
- Microsoft Office.

Responsibilities:

- diary management;
- preparation of correspondence;
- preparation of a variety of legal documents;
- filing and file opening/closing;
- emailing, scanning, electronic filing;
- clear communication;
- general administrative tasks; and
- word processing / transcribing (dictation).

Values & Employee Benefits

We value work-life balance and believe in fostering a positive, understanding and supportive work environment. Your employment role will include:

- a monthly rostered half day off;
- regular social functions;
- health and wellbeing initiatives including access to Employee Assistance Program.

Salary commensurate with experience.

To apply, please forward a cover letter and resume to Justine Finlay (Managing Director) by email justinef@wightons.com.au by 23 April 2025.

For a confidential discussion we invite you to contact Justine Finlay via email.

www.wightons.com.au