

# Legal Admin Assistant

## About Us:

Wotton + Kearney is a market leader in the provision of insurance legal solutions in Australia, with offices in Sydney & Melbourne. As the fastest growing Australian law firm of 2011 we offer exceptional service, advice & expertise. Our extensive understanding of the insurance industry, coupled with an abundance of legal talent, is what makes us the lawyers of choice for some of the largest insurers, brokers, private companies and industry participants within Australia and globally.

## Opportunity:

We have an exciting opportunity for a professional & experienced legal secretary to work with, assist and manage day to day operations for two dynamic Senior Associates in our Sydney office.

## Skills & Expertise:

You will be a confident, experienced legal secretary with a minimum of 3 years experience in the areas of Insurance Litigation/Dispute Resolution. Your duties will include but not limited to:-

- Diary management, co-coordinating & organising meetings and conferences;
- Drafting correspondence, court documents and emails;
- File management, preparing, collating & indexing briefs to counsel;
- Liaising with counsel and clients;
- Preparing monthly billing, reporting, invoicing and expenses;
- Dictaphone typing and amendments;
- Archiving, faxing and photocopying; and
- Miscellaneous and ad hoc duties.

## You:

You will be personable, efficient, organised with excellent time management, a strong sense of team and a 'can do' attitude.

You will have advanced Microsoft Office, fast & accurate typing and experience working with Aderant Expert and Worksite although this is not essential.

If the above has your interest and wish to discuss this outstanding career opportunity, please contact Karen Pritchard, HR Advisor for a confidential discussion on +61 2 8273 9976 or alternatively email [Karen.pritchard@wottonkearney.com.au](mailto:Karen.pritchard@wottonkearney.com.au)

Direct applications preferred. Applications from agencies will not be considered at this time.

[www.wottonkearney.com.au](http://www.wottonkearney.com.au)