

WP Operator Parental Leave Fixed Term Contract 9 to 12 Months

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 law firm in Australia 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 an experienced WP Operator to join our professional and friendly team, assisting both Sydney and Melbourne offices on a fixed term contract for a period of 9 to 12 months to cover parental leave.

Days / Hours:

Monday to Friday inclusive, working 11am to 7pm, though with some flexibility.

Skills & Expertise:

Fast & accurate typing with a minimum speed of 75 WPM, advanced Microsoft Office 2007 along with experience working with Worksite or a similar legal document management system.

You:

You will be a professional WP Operator with a minimum of 4 years legal WP experience having gained your experience in a mid to top tier firm.

It will be advantageous if you have experience working in the area of insurance litigation, although this is not essential. You will possess excellent time management and have strong attention to detail.

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

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

Karen Pritchard
HR Advisor
(02) 8273 9900

www.wottonkearney.com.au