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- + Queensland Floods
 - + Centro Properties class action
 - + Great Southern class action
 - + Special Commission of Inquiry into sale of NSW Electricity Assets
 - + New Zealand Earthquakes
 - + Lehman Brothers Australia class action
 - + Hanover Group Ltd
 - + Storm Financial
 - + Trio Capital collapse
 - + RiverCity Motorway Pty Limited

The common factor?

wotton
kearney+



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Administrative Assistant

About Us:

Wotton + Kearney is a specialist law firm that advises and acts for a wide variety of interests in the insurance industry, including insurers, other risk carriers and corporate insureds.

Testament to our expertise, in 2013 the firm was ranked as a Band 1 firm for insurance law in Australia in the Chambers & Partners Asia Pacific law firm directory. We are also a finalist for the sixth consecutive year in the upcoming Australasian Legal Business "Insurance Specialist Law Firm of the Year" award category, having won the award in 2009.

The firm's exceptional client service was recently recognised with Wotton + Kearney being named a finalist in 3 BRW 2013 Client Choice Award categories (Best Law Firm (revenue less than \$50 million); Most Innovative Firm; and Best Client Relationship Management).

With offices in Sydney and Melbourne, Wotton + Kearney is the only Australian law firm based in more than one city practising solely in insurance law. From 1 July 2013 we will be expanding our presence with the opening of an office in Brisbane.

Opportunity:

We now have an exciting opportunity for an experienced legal secretary to support one of our Partners in the Melbourne office.

Skills & Expertise:

You will be a confident, experienced legal secretary with a minimum of 3 years' litigation experience who is seeking to work in a professional and high performing environment.

Your duties will include but not be limited to:-

- + Diary management, coordinating & organising meetings and conferences;
- + File management, preparing & indexing briefs to Counsel;
- + Dictaphone typing and amendments;
- + Liaising with Counsel and clients;
- + Preparing monthly billing, invoicing and accounts;
- + Providing relief reception cover;
- + Archiving, faxing and photocopying; and
- + Variety of miscellaneous and adhoc duties.

About You:

Essential to your success, you will have the following experience and expertise: -

- + Proven experience providing experience in the areas of Litigation support;
- + Advanced Microsoft Office including Word, Excel and PowerPoint;
- + Associate or Advanced Diploma qualifications in Legal Studies (or similar); and
- + Fast & accurate typing.

In addition your experience working with Aderant Expert and Worksite or similar legal practice management systems will be highly regarded.

You will be proactive and organised with a 'can do' attitude, able to demonstrate excellent time management skills and possess meticulous attention to detail.

Importantly you will be dedicated, a team player and take pride in your work.

If this outstanding career opportunity is of interest and you wish to discuss it further, please contact Lisa Borg, HR Advisor, for a confidential discussion on +61 3 9604 7935 or alternatively email lisa.borg@wottonkearney.com.au.