

## Office All Rounder – Sydney CBD

- Growing national commercial law firm
- Employer of Choice 2015, 2016, 2017, 2018 and 2019
- Sydney CBD Location
- Advanced work from home IT infrastructure
- Energetic culture - a positive and stimulating work environment based on teamwork, open communication and knowledge sharing.
- Exciting opportunity for career progression

### **THE FIRM**

William Roberts Lawyers is a leading Australian commercial litigation law firm with offices in Sydney, Melbourne, Brisbane and Singapore.

We represent both plaintiffs and defendants and run many of Australia's most significant and complex class actions.

Our passion, drive and creativity in litigation and dispute resolution has resulted in our appointment to panels to act for major Australian and international corporate clients across various industries and government, including banking and finance, funds management, insurance, building and construction, transport and many others.

### **THE ROLE**

This role will report to the HR Advisor and provide Reception and Administrative Support to the firm.

We are looking for a self-motivated team player who can assist with the following:

- Answering and transferring calls to appropriate staff
- Working with our office databases including record updates, customer queries etc.
- Monitoring and documenting all equipment repairs
- General administrative duties including mailing, meet & greet, diary management, stationery ordering etc.
- General administrative duties
- Other ad-hoc duties as required

The successful candidate will have a minimum of 2 years' experience in a legal firm or other professional services firm. The successful applicant will require:

- Attention to detail and data entry capabilities
- Ability to operate a busy switchboard
- Ability to prioritise & multitask
- Extensive Computer literacy with demonstrated implementation of those skills
- High level Communication Skills, both written and oral, with a focus on providing strong customer service

- Ability to work as a team player
- A pleasant phone manner & a “can-do” customer focused attitude
- Good knowledge of MS Office programs
- Excellent work ethic
- Ability to meet deadlines daily and possession of time management skills
- Experience in providing personal assistance functions to Manager level positions.

If you are keen to secure a role with a leading commercial law firm, please send your covering letter and CV to: [recruitment@williamroberts.com.au](mailto:recruitment@williamroberts.com.au)