



Law student required for part-time administration role

Forté Family Lawyers is a well-regarded specialist family law firm in the Melbourne CBD. We provide expert family law advice to local, national and international clients.

An opportunity exists for a law student to join our team in a paid position one day per week. Students in their first or second year of study are encouraged to apply.

Duties will include:

- Opening, closing and archiving files, as well as attending to general filing and file maintenance
- Preparing disclosure folders and briefs
- Saving disclosure into our document management system
- Receiving and making telephone calls both internally and externally
- Sending correspondence and/or other documentation by email, facsimile, post or courier and hand delivering correspondence where required
- Typing, editing and proof reading documents including (including dictation), correspondence, Court documents, spreadsheets, Powerpoint presentations, flow charts, publications, etc
- Entering into and adjusting data using time recording software and generating client accounts as required
- Undertaking basic research tasks as directed
- Telephone enquiries, including some relief Reception
- General administration
- Other duties as required

Ideally you will have an interest in family law and have strong MS Office, typing and computer skills. You will have the ability to prioritise tasks, display initiative and show attention to detail and a history of meeting deadlines.

Our core office hours are 8.45am to 5.15pm.

The rate of pay is in accordance with the Clerks – Private Sector Award 2020

Applications should be sent to Jacky Campbell at jacky.pconf@fortefamilylawyers.com.au by 17 March 2021.