

MILLER HARRIS LAWYERS



Experienced Legal Secretary/Personal Assistant

Our firm

Miller Harris Lawyers has operated successfully in Cairns for over 25 years and holds an enviable reputation as one of the region's leading law firms. We provide commercial, property, litigation, dispute resolution, family law and estate planning legal services and advice to a broad range of clients from our newly refurbished offices situated in the Cairns CBD. Our people are at the heart of our business success and our strategy is underpinned by our philosophy of investing in and developing our people to ensure they reach their full potential.

The opportunity

An opportunity has arisen for an experienced legal secretary to join our commercial team. Working closely with one of the firm's partners and with our commercial team generally, you will have the opportunity to further develop your professional skills in a dynamic and supportive environment. Key responsibilities include:

- Typing, dictation transcription and document preparation;
- Diary and calendar management;
- Preparation of client correspondence and client liaison; and
- File administration and monitoring and management of client related deadlines.

The position will be either full-time or part-time, with flexible working hours and a competitive remuneration package on offer for the successful candidate.

Who we are looking for

We are looking for a candidate who has:

- at least five years' experience as a secretary/ personal assistant (preferably with a law firm);
- a strong client focus and commitment to client service;
- exceptional attention to detail;
- advanced experience with the Microsoft Office suite of software, particularly Microsoft Word;
- well-developed written and verbal communication skills;
- a commitment to team work;
- an ability to adapt to changing circumstances, and manage competing deadlines and priorities in a fast paced environment; and
- high standards of professionalism.

Previous exposure to aspects of commercial law including corporate structures, business and land transactions, leasing and succession planning will be highly regarded.

How to apply

To apply for this opportunity, please email your covering letter and resume to hr@millerharris.com.au (all applications are treated confidentially).

For a confidential career discussion, please contact Nick Masasso, Director of Operations, Miller Harris Lawyers (direct line: 07 4036 9721, email: nickmasasso@millerharris.com.au).



Miller Harris Lawyers has recently been announced as an award winner in the 2016 Queensland Law Society Equity and Diversity Awards. The award recognises the variety of initiatives we have put in place to support equity and diversity in our workplace. Equity and diversity is a key strength of our firm and is embedded within our recruitment and career development processes.