

MH MILLER HARRIS LAWYERS



Junior Administration Trainee

Our firm

Miller Harris Lawyers has operated successfully in North Queensland 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 offices situated in the Cairns CBD and Mareeba. 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 enthusiastic and motivated junior administration trainee to join our team. In this role, you will be able to develop your personal and professional skills whilst working in a dynamic and supportive environment. You will work as part of the firm's secretarial team supporting the staff with administrative functions including reception coverage.

This is a full time position in the Cairns office, for a fixed term of 12 months, with potential to develop into a full time administration role at the end of that period. As part of this role, you will be encouraged to undertake a Certificate III in Business Administration (Legal) which is a competency based traineeship. Junior wages will apply.

Who we are looking for

To be considered for the role, you should:

- Demonstrate a willingness to learn and develop your skills
- Competent keyboard skills and computer literacy
- Hold a current valid driver's licence
- Be able to work in both a team and autonomously
- Demonstrate professionalism

How to apply

So if you would like to start your career with one of the region's leading professional services firms, we'd love to hear from you. Resumes and covering letters should be submitted to:

Jenna Adsett
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