



## Commercial Legal Secretary

### The opportunity

We are seeking a highly organised and detail-oriented individual to join our commercial department as a legal secretary. The ideal candidate will be working as part of the firm's secretarial team supporting our commercial department and working predominantly with a partner of the department. This role requires a keen understanding of legal terminology, excellent organisational skills, and the ability to handle sensitive and confidential information with discretion.

Key responsibilities include:

- Working with commercial partners and lawyers on commercial matters including property and commercial transactions, for clients ranging from small-medium enterprises to large corporate clients;
- Typing, dictation transcription and document preparation;
- Administrative tasks including calendar management, client correspondence and client liaison; and
- File administration, monitoring and management of client related deadlines; and
- Working as part of the secretarial team to assist the group as and when required.

### Benefits

- Competitive remuneration package
- Opportunity to work on interesting matters, and further develop your professional skills in a dynamic and supportive environment

### Who we are looking for

We are looking for candidates who:

- Proven experience as a legal secretary or in a similar role
- Fast and accurate typing speed of at least 80wpm
- Ability to prioritise, multitask and adopt proactive approach to your work
- a strong client focus and commitment to client service
- advanced experience with the Microsoft Office suite of software, particularly Microsoft Word
- well-developed written and verbal communication skills
- a commitment to team work; and
- high standards of professionalism

### How to apply

To apply for this opportunity, please email your covering letter and resume to [hr@millersharris.com.au](mailto:hr@millersharris.com.au) (all applications are treated confidentially). Please reference "Legal secretary" in the subject line of your email.

### Our firm

Miller Harris Lawyers has been in business in Far North Queensland for over 30 years and is one of the region's leading law firms. We provide commercial, property, litigation, dispute resolution, family law and estate planning legal services 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.