



FAMILY LAW & PERSONAL INJURIES PERSONAL ASSISTANT

wilson/ryan/grose has been serving the needs of Queenslanders for more than 120 years. With offices located in the Townsville CBD and Maroochydore on the Sunshine Coast, we are committed to the people and communities of regional Queensland and provide experienced and specialised advice in a wide range of legal matters.

wilson/ryan/grose embraces new technology and continues to develop specialist legal knowledge. Our firm has complementary expertise as required by diverse commercial clients. We handle complex matters and participate in the Queensland Law Society's Specialist Accreditation Programmes.

Sound professional advice is the touchstone of our reputation. This is complemented by our demonstrated ability to perform in both conference room and court room surroundings.

We seek an experienced Family Law and Personal Injuries Personal Assistant to work in our modern and dynamic Sunshine Coast office. This position is to commence in July.

The successful applicant will work under the direct supervision of our Family Law and Personal Injuries Partner.

The successful applicant will possess the following skills and attributes:

- Previous experience as a Personal Assistant in a legal office;
- Ability to prioritise workloads and work under pressure;
- Excellent communication and organisational skills;
- Professional telephone manner;
- Excellent word processing skills including experience in Word, Excel and Lexis Affinity.

A Justice of the Peace or Commissioner for Declarations qualification is desirable.

Applications for this position close **5pm 21 July 2017**.

Please forward your letter of application, together with accompanying Curriculum Vitae to:

Attention: Michelle Morton, Managing Partner

wilson/ryan/grose Lawyers

Email: ltaylor@wrg.com.au

Ph: 07 5443 7897

All applications will be treated in strict confidence

Only successful applicants will be contacted for an interview