



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 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.

We seek an experienced Personal Assistant to work in our modern and dynamic Townsville office. This position is to commence in February.

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

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 organisations skills;
- Professional telephone manner;
- Excellent word processing skills including experience in Word, Excel and Lexis Affinity.

Applications for this position close 5pm, Monday 22 January 2018.

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

Attention: Managing Partner
wilson/ryan/grose Lawyers
PO Box 1113
Townsville QLD 4810
Email: ltaylor@wrg.com.au
Ph: 07 4760 0100

All applications will be treated in strict confidence

Only successful applicants will be contacted for an interview