



Everingham Solomons
SOLICITORS

Incorporating Thomas & Hague
and Creagh O'Brien & Co

Legal Secretary – Quirindi Office

Applications are sought for an enthusiastic and highly motivated person to fill the fulltime position of Legal Secretary in our Quirindi office. The primary role will be to provide secretarial support to one of the Firm's solicitors but will include duties such as reception and general office duties.

The successful candidate will present a professional image, have a flexible personality, be well spoken and be able to prioritise workload. Advanced Word & Outlook skills and a minimum typing speed of 60wpm with high accuracy are also essential.

Prior experience in a legal office is preferred but is not essential.

To apply:

Email: mbrooks@eversol.com.au

Mail: Private & Confidential
Office Manager
Everingham Solomons
P. O. Box 524
TAMWORTH NSW 2340

Closing Date: extended to Friday 5 March 2010