



Everingham Solomons
SOLICITORS

Incorporating Thomas & Hague
and Creagh O'Brien & Co

Legal Secretary – Tamworth Office

Applications are sought for an enthusiastic and highly motivated person to fill the fulltime position of Legal Secretary in our Tamworth office.

The successful candidate will have advance Word & Outlook skills and a minimum typing speed of 60wpm with high accuracy. You will need to have a meticulous work ethic as well as advanced spelling, grammar and editing skills. You will present a professional image, have a flexible personality, be well spoken and be able to prioritise workload.

Your duties will include:

- Dictaphone typing
- Client liaison
- Document production
- Document amendments
- Diary management
- Billing

General administrative duties such as faxing, photocopying, scanning & printing.

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