

Administration Position

Ajuria Lawyers, one of Australia's leading and most respected Migration Law Firms, has an opening for an administrator who is experienced in office processes. Previous experience in a legal practice is desirable but not essential.

As an administration officer your role will be to support our management team and migration professionals.

Responsibilities for this role will include:

- The day-to-day administrative duties associated with a legal practice
- Staff administration and planning,
- Client file process management,
- Day to day practice operations,
- Library management,
- Agenda's for staff meetings,
- Travel and meeting planning.

To be successfully considered for this position you will possess exceptional communication skills, attention to detail, experience in implementing administrative processes, excellent computer skills. The ability to prioritise daily tasks and meet performance deadlines are a key component to the success of this role.

This is an excellent opportunity to consolidate your administration skills and work within a friendly supportive team environment. The job offers full training on all internal systems and procedures, an excellent salary package, CBD location and an environment where growth and development are supported.

This is a full time position

Please forward your resume and a covering letter to aidan@ajurialawyers.com.au