



Administrative Assistant

DMAW Lawyers, one of Adelaide's leading corporate and commercial law firms, seeks a full time administrative assistant to provide support to our Business Transactions and Advice team.

The role would require the following skills:

- Excellent typing skills (including audio) with high levels of accuracy;
- Familiarity with legal terminology and court documents;
- Superior MS Word skills;
- Excellent telephone manner;
- Experience with Locus accounting system an advantage, although not essential;
- Good organisational skills;
- General administrative duties, including, filing, monthly billing
- Friendly, enthusiastic and willing to work with others;

You will be required to do a range of administrative and secretarial tasks. You will be confident in supporting your team, meeting deadlines and prioritising work.

Strong communication skills are essential. Excellent personal presentation and a desire to succeed are also required.

If you want diverse and challenging work in a friendly and focused environment we urge you to apply. An attractive salary package is available for the right candidate.

Written applications will be treated with strict confidentiality and should be addressed to:

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