

IN-HOUSE LEGAL SECRETARY / ASSISTANT



- **Exciting in-house opportunity – 1:1 support role**
- **Not-for-profit organisation**
- **Hawthorn Location – Onsite parking / Close to public transport**

About us

beyondblue: the national depression initiative is a national not-for-profit organisation working to increase awareness and improve treatment of depression, anxiety and related substance use disorders and reduce the associated stigma.

beyondblue's Legal team provides both written and verbal legal advice to all levels of the organisation. A large percentage of the work involves the development and management of agreements which underpin *beyondblue's* collaboration with a diverse group of partner organisations, suppliers and other entities.

About the role

We are looking for a highly competent Legal Secretary to support our busy Legal Advisor by providing high level secretarial and administrative assistance with all *beyondblue* legal matters. Specifically, you will:

- Assist with workflow management and priorities of the Legal team
- Assist with production of legal agreements including production of correspondence, copy typing, formatting and proofreading, etc
- Create and maintain soft and hard copy files for all legal matters
- Maintain the legal matters database and provide status reports

About you

With a Certificate or Diploma in legal administration or secretarial studies, you will have considerable experience in a legal administrative / secretarial role, ideally in a commercial law firm or in-house legal department. You will have demonstrated experience in formatting and preparing legal documents and correspondence as well as some knowledge of terminology used in commercial contracts and trade mark matters.

Well developed organisational skills and the ability to prioritise tasks are essential together with excellent communication skills, a high level of attention to detail and a strong customer service focus. You will also have demonstrated competency with databases or other legal matter management software as well as advanced Microsoft Office skills.

Benefits and how to apply

An attractive remuneration package including not-for-profit salary packaging as well as onsite car parking will be offered to the successful candidate commensurate with skills and experience.

To apply for this position please forward your resume and a covering letter addressing the requirements of the role by e-mail to jobs@beyondblue.org.au.

Applications close **Friday, 13 August 2010**.

beyondblue is an Equal Opportunity Employer

Please note agency applications will be politely declined.