

Organisation: Gregory Falk & Associates

General: The position is to assist sole practitioner in small busy CBD legal office in matters including debt recovery work in NSW, Queensland, South Australia, West Australia, Tasmania, ACT, and Northern Territory.

The position should suit a student who is completing their first year or second year commerce law or economics law degree.

The duties will include:

- Draft court documents; agreements.
- Prepare and respond to correspondence.
- Liaise with legal service providers and defendants as required.
- Administration of client and office files
- Maintain computerised accounts package for accounts payable and accounts receivable.
- Attend various registries for filing and undertake searches.
- Research projects.
- General duties as required.

Hours: The successful applicant is required to work about 18 hours over 2 – 3 days each week.

Essential: Ability to work quickly, accurately and without supervision.

Prerequisites: Ability to type 60 wpm and excellent spelling. Ability to interpret basic accounting and financial information. Attention to detail.

Desirable: Knowledge of Microsoft Word and Excel

Application: Please forward your CV with academic transcript (and indicate available days for work) to:

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