



Legal Personal/Executive Assistant

Hijazi Curran Cameron Lawyers

About the role

Hijazi Curran Cameron Lawyers (HCC Lawyers) are seeking a full time Personal/Executive Assistant to join the Family Law team in our Canberra office.

To be successful in this role, you will have strong communication skills and sharp attention to detail, be capable of working both autonomously as well as in a busy team environment and have a proactive approach to completing tasks and prioritising competing demands.

Working in this role your responsibilities will include:

- Diary management, including scheduling appointments and tracking Court deadlines
- File Management (LEAP software)
- Preparation of correspondence, Court documents and Briefs to Counsel
- Typing and transcription
- Liaising with clients, barristers, solicitors & other external third parties
- Invoicing
- Other administrative tasks as required, including assisting with incoming calls, scanning, ordering searches and research

Salary is commensurate with experience. Previous experience in family law will be highly advantageous.

Please forward your Resume and covering letter to Robyn Riley: rr@hcclawyers.com.au.