

Executive Assistant

Who we are?

We are dedicated to providing expert legal services in family law, committed to delivering exceptional client outcomes through personalised attention and professional excellence. We are seeking a skilled Executive Assistant to join our team and connect with one of our Directors at Parker Coles Curtis.

Why us?

At Parker Coles Curtis, you are an important part of our team from the very start. We are a high performing, growth focused firm where we invest in our staff. In our recent engagement survey, we achieved an engagement score of 85% with 90% of respondents incredibly proud to work at Parker Coles Curtis.

We encourage our team to contribute to our organisational culture and live by our values. You will be given exposure across our operations as well as ongoing development and learning to hone your skills.

Led by three incredible female Directors who are leaders in their field, Parker Coles Curtis and their specialised focus on Family Law are unique.

Learn more about what it's like to work with us and the benefits you'd enjoy via our website: parkercolescurtis.com.au

The role?

As an Executive Assistant, you will provide exceptional executive and personal support to your Director, to ensure they can perform their role in the most optimised way. You will support them by overseeing communications and taking the lead in the administrative expectations and tasks to ensure effective organisational flow for all office / executive operations. This role requires you to provide assistance to the administrative stream in order to ensure an efficient, organised, happy and healthy office atmosphere.

This role is broad and varied, the right person will make it their own and thrive.

About you

- You understand the importance of operations and administration in a small law firm. You see the lasting impact you can make.
- You have stand out administrative experience including strong communication and negotiation skills
- You are someone who goes above and beyond to anticipate needs, no task is too small
- You are an expert 'juggler' who can manage competing priorities with a keen eye for detail
- You have a growth mindset and a commitment to personal career development
- You are a natural leader with a passion for mentoring and continuous improvement.
- You have high-level professional communication skills, both written and oral, with demonstrated ability to deliver written work

Next steps

Hit the apply button and send us your latest CV along with a cover letter telling us why you are the right person to join our team. We will be reviewing applications as they come through, expect to hear back from us swiftly. We care about the candidate experience and you dedicating the time to apply.

Inclusion

We are committed to inclusive recruitment practices, if you require any assistance during this recruitment process or have any further questions, please contact hr@parkercolescurtis.com.au