THE LAW SOCIETY
OF NEW SOUTH WALES

Position vacant

Administrative Officer, 6 month contract

The Law Society of New South Wales is looking to appoint an Administrative Officer in the Executive Unit (EU) to cover a parental leave vacancy for a fixed term of 6 months. This position will be advertised internally and externally, and if any staff member is interested in applying for the position or requires further information, please contact the HR Department no later than 27 July 2012.

Responsibilities

The position is responsible for providing general administrative and clerical support to the Executive Unit generally in matters related to the EU's area of responsibility.

Key Accountabilities

The successful applicant will undertake a wide range of administrative and general support tasks including:

- organising and maintaining office resources; assisting with project work; general duties such as data entry, collation of information, and creation and management of incoming and outgoing correspondence including bulk mailings, documents, memos, reports, presentations/publications; filing and record maintenance (including e-filing), and preparing departmental reports and schedules as required;
- minute taking and conducting research; and
- assisting the Events Coordinator with general administrative support in respect of internal and external functions, seminars, conferences and events.

The successful applicant will have proven administration and minute taking experience; be comfortable in a role supporting senior management and a wider team; and have the ability to communicate effectively with a range of stakeholders. Applicants should be reliable, organised, professional, possess high attention to detail, and able to maintain confidentiality and apply discretion to all aspects of their work. Proven working knowledge of the Microsoft Office suite of applications and experience with the management of databases/information records is essential, as are sound interpersonal and communication skills (both written and verbal).

Applications

Written applications, including a brief resume, must be received by 27 July 2012 and addressed to: recruitment@lawsociety.com.au