



Position vacant

Receptionist - Part-time

6-month, fixed term contract

The Law Society of New South Wales is looking to employ a Receptionist in its Corporate Support department for 3 days (21 hours) per week: Monday, Tuesday and Thursday. The working hours will change on a weekly basis where the shifts rotate between 8am – 4pm, 9am – 5pm and 10am – 6pm. 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 Friday 23 April 2021

Responsibilities

Our Receptionist is the first point of contact with the Law Society for visitors in Reception and calls to the switchboard. The incumbent is required to have the requisite communication skills to appropriately deal with members of both the profession and the public; develop a thorough understanding of the organisation's functions; and the versatility to undertake admin tasks associated with the role and in response to staff requests.

Key Accountabilities

- Calls from the profession and the public answered promptly and referred to the appropriate Law Society staff, department or external organisation
- Messages to contain accurate information and to be circulated to the appropriate person in a timely manner
- Incoming messages to the Law Society email address to be directed to the appropriate individual or department
- Professional reception service in welcoming visitors and assisting with matters such as processing of solicitors' licensing requirements and associated queries, enquiries in relation to CPD activities and other Law Society services and events and referral to staff members or appropriate external organisations
- Maintain and post on the Law Society Intranet and / or Internet
 - Notices
 - updated information
 - staff phone list / staff list by department
 - enquiry guide
- Administration tasks undertaken from time to time and completed accurately and to deadline at the request of Executive Unit and other department staff – including but not limited to: mailouts, collation of materials or data entry.



Requirements

To secure this position applicants must possess excellent communication and customer service skills and the ability to deal with, at times, difficult and at times clients. Essential is the ability to learn, understand and retain new information relevant to the work of the organisation as well as the ability to balance duties and to work under pressure and with conflicting priorities. The successful applicant will possess previous reception experience in the operation of a busy phone system, be competent in the use of MS Office suite applications and have a high standard of personal presentation.

Applications

The Law Society of New South Wales is committed to building and maintaining a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

Applications for non-staff members should be made online at <https://www.seek.com.au/job/52042393> and include a cover letter and brief resume.