

## Legal Secretary

Full Time

Brisbane CBD



Are you an experienced Legal Secretary looking for a role where your contribution matters, your strengths are recognised, and your work genuinely helps people?

If you thrive in a fast-paced client-focused legal environment, this could be the perfect next step.

### Who are we?

We are a dynamic specialist boutique Family Law firm located in Brisbane CBD. Our tight-knit team takes pride in delivering excellent legal advice and representation, paired with exceptional client service.

Our clients are exclusively private and come from diverse backgrounds, including professional executives, entrepreneurs, small business owners and more. The work we do is interesting and varied, encompassing everything from collaborative matters to trial work.

### Why You Will Love Working With Us

- The opportunity to work with high performing, supportive leaders and senior staff, who are genuinely interested in your growth and development, and who provide regular, feedback and mentoring
- A genuinely warm, cohesive team culture
- Ongoing training, development and mentorship
- Regular workshops, team events and well-being initiatives

This is not a “just typing and filing” role. You’ll be a key part of the engine room that supports high performing fast paced family lawyers.

### All about you

You ideally are:

- an experienced legal secretary (ideally 2+ years in a law firm, family law highly regarded)
- proactive, organised, and able to anticipate what needs to be done
- confident in managing files, deadlines, and busy solicitor diaries
- warm, professional and client focused
- skilled in MS Office suite and comfortable with dictation/transcription
- someone with initiative, a strong work ethic and excellent attention to detail
- a team player with a positive, solutions-focused attitude

If you enjoy being the go-to support person who keeps everything running smoothly — you’ll feel right at home.

## **What Your Role Will Involve**

Your day will include but not limited to the following:

- Preparing, editing and formatting correspondence and Court documents
- Managing diaries, appointments and client communications
- Collating briefs and disclosure
- Conducting property and company searches
- Drafting basic documents and letters
- Managing electronic files and inbox organisation
- Transcribing dictation
- Ensuring clients feel supported and well looked after
- General office duties and team support functions

Every day is different, and your contribution will be genuinely appreciated.

## **Salary**

Competitive salary offered for the right candidate, commensurate with experience.

## **Want to apply?**

If you're looking for a role where you can grow, be valued, and work with a positive and collaborative team, we'd love to hear from you.

Please email your resume and cover letter outlining your role suitability to:  
[officemanager@osfamlaw.com.au](mailto:officemanager@osfamlaw.com.au)