



## Senior Paralegal/Paralegal Team Leader

Full Time

Brisbane CBD

---

Are you a powerhouse Senior Paralegal ready to elevate your career?  
Do you love being the steady, experienced right hand to high-performing lawyers — **and** the champion who lifts the whole paralegal team with you?

If you're driven, experienced and hungry for a role where your ideas matter, your leadership is valued, and your growth is actively supported, this is the opportunity you've been waiting for.

### Who We Are

We're a boutique, specialist Family Law firm in Brisbane CBD. Our clients are private, successful and diverse — executives, entrepreneurs, business owners and more — and our matters range from collaborative work to complex litigation.

We're a tight, supportive team who genuinely care about the work we do, the people we help, and each other.

### Why This Role Is a Standout

- You'll work directly with **two highly respected authors**
- You'll *shape* how the paralegal function operates — not just follow a system
- You'll be part of a warm, high-performing team that loves what they do
- You'll receive ongoing mentoring, development and opportunities to grow
- You'll be encouraged to bring ideas, improvements and innovation forward

This isn't a standard paralegal role. This is a **career role** with room to influence, lead and evolve.

### About You

You're not just experienced — you're *seasoned*. Confident. Solutions-focused. Ready for more.

You'll shine here if you are:

- **A Senior Paralegal with 5+ years Family Law experience**
- Exceptionally organised, proactive and great under pressure
- Strong in drafting, disclosure management and Court documentation
- Skilled at supporting busy practitioners with complex workflow demands
- Tech-savvy and enthusiastic about improving systems, templates and processes
- Someone who enjoys mentoring junior staff and building a strong team culture
- Warm, articulate, and committed to delivering outstanding client service

- A natural problem-solver with initiative and a can-do approach

You want to grow. You want responsibility. And you want to be part of a team where your work counts.

### **What You'll Be Doing**

Every day will be varied, purposeful and fast-moving. You'll:

- Work closely with two senior authors on file management and matter progression
- Draft high-quality Court documents, affidavits and correspondence
- Manage disclosure, briefs and trial preparation with precision
- Oversee, mentor and support the paralegal team
- Lead improvements to workflows, precedents and technology
- Handle property, company and compliance searches
- Communicate with clients to ensure they feel supported and informed
- Contribute to building a modern, efficient and cohesive legal support function

You will be a key driver of excellence within the firm — both behind the scenes and at the heart of the team.

### **Salary**

A competitive salary package will be offered to the right candidate, based on experience and seniority.

### **Ready to Step Into Your Next Chapter?**

If you're a passionate Senior Paralegal looking for a role where you can lead, grow, make an impact, and feel valued every day — we'd love to meet you.

Please submit your resume and cover letter outlining your role suitability via **SEEK** today.