

## Job Description

**Job Title:** Reception/Administration Assistant  
**Office:** Queensland  
**Responsible to:** Head of Business Administration  
**Liaison with:** Queensland Partners, Lawyers, Paralegals and internal and external parties as required

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### **Main function of job:**

To undertake front of house duties and coordinate the reception function. In addition, to assist and support paralegals, lawyers and partners with day to day activities as requested to ensure that the services provided are of high standards in terms of effectiveness and efficiency, whilst maintaining the highest level of confidentiality.

### **Reception Duties:**

- Greeting clients;
- Phone duties:
  - Answering and directing incoming reception calls;
  - Taking new enquiries; and
  - Diverting phones to reception when staff are away.
- Maintaining Reception area;
- Maintaining kitchen and general office areas;
- Mail
  - Collecting, processing and distributing mail; and
  - Outgoing – taking mail to mailbox before 5pm daily.
- Office supply ordering (Coles, Woolworths, Officeworks, etc); and
- Other adhoc reception tasks as required.

### **Administration assistant duties:**

- Assisting with filing, Printing, scanning and photocopying;
- File management and maintenance;
- Archiving; and
- Other adhoc administrative tasks as requested.

### **Skills, Knowledge & Experience:**

- One year previous experience as an administrative assistant or receptionist is preferred but not required;
- Excellent attention to detail together with strong verbal and written communication skills;
- Well developed time management skills;
- A willingness to learn, positive approach and strong initiative; and
- Intermediate skills in the MS Office suite.

Apply through Seek link

<https://www.seek.com.au/job/66079176>