

The logo for HBA Legal, featuring the text "hba legal." in a lowercase serif font, enclosed in a thin black rectangular border. The logo is positioned on the left side of the page, with a decorative background of overlapping squares in shades of blue, purple, and grey to its left.

hba legal.

Legal Administrator (Melbourne)

- **Award winning, progressive law firm**
- **Career progression opportunities**
- **Fun and collaborative work environment**

About HBA Legal

HBA Legal is a specialist insurance law firm, today servicing clients across Australia and overseas. HBA partners with underwriters, brokers, insurers, insureds, and large self-insured companies. HBA is one of Australia's leading defendant-only insurance practices, forging the way in creative problem solving and commercially oriented solutions. We work as a national enterprise, and have offices in Perth, Sydney, Melbourne, Newcastle and Brisbane.

Our mission is clear *we simplify and solve our client's legal problems, working innovatively in everything we do to ensure efficiencies across the board.* In order to achieve this, we are seeking a fulltime administration assistant to join our dynamic Melbourne team on a full-time basis.

About the Role

This role provides support and assistance to our two Melbourne-based Solicitors. You will be responsible for a wide range of administrative tasks, including, but not limited to, diary management, courier bookings, communication with key internal and external stakeholders, assisting in the issuing of subpoenas, collating briefs and managing billing requirements. You will also be involved in general office maintenance, ad hoc reporting and assisting client queries via phone and email.

About You

To be successful in this role, you will possess:

- Excellent oral and written communication skills;
- Strong attention to detail, especially when performing repetitive tasks;
- Strong stakeholder management skills;
- Ability to work autonomously; and
- Effective time management and organisational skills.

Experience within a law firm environment is desirable.

Want to know more?

And, don't hesitate to contact Joan Jreij our Chief People Officer, at careers@hbalegal.com, if you'd like to chat confidentially.