



Crawford[®]

hba legal.

Senior Legal Administration Assistant Sydney

About HBA Legal

Crawford Legal Services (operating as HBA Legal) is a team of award-winning solicitors offering a highly competitive suite of legal and technical claims services to meet the needs of today's insurance marketplace. We have offices across the country in Perth, Sydney, Brisbane, Canberra, Melbourne and Newcastle. Whether as a stand-alone service provider or synchronising with other parts of the Crawford & Company network, we offer something very different when compared to traditional law firms. Our integrated model means clients' challenges are tackled by our end-to-end approach across claims, adjusting and legal.

While recently becoming part of the global Crawford business, we are continuing to operate as a stand-alone firm and trusted advisor to underwriters, brokers, insurers, insureds, corporates and governments across Australia. We lead the way in these markets when it comes to creative problem solving and commercially oriented solutions. We pride ourselves on alternative solutions to legal challenges and exceptional outcomes for clients aligned with their business goals.

About the Role

We are excited to be recruiting for a **Senior Administration Assistant** to join our **Sydney** team on a part-time basis.

In this role, you will be responsible for assisting our Legal Secretaries in providing day to day support to an array of Solicitors within the Sydney office, and at times, nationally.

Your Key Responsibilities

- Diary management
- Answering telephones
- Stationery and grocery ordering
- Collecting, stamping and distributing mail
- Filing
- Arranging couriers
- Arranging catering
- General IT support
- Accepting and attending to deliveries
- Greeting guests at reception
- Court filing

- Day to day support to the legal secretaries and their respective teams of fee earners
- Day to day general administration including but not limited to filing, scanning, photocopying archiving, mail management, courier bookings, timesheets and database management
- Assisting with and sending out subpoenas and letters serving
- Billing
- Opening new matters
- Assist with general office maintenance when required; including kitchen housekeeping
- Assist in arranging cheques
- Dictaphone typing
- Ad hoc secretarial tasks as required

What We're Looking For

- Relevant tertiary education i.e., Certificate IV in Legal Services or similar discipline
- Excellent oral and written communication skills
- Ability to work autonomously
- Strong attention to detail
- Strong time management and organisational skills
- Excellent interpersonal skills
- Desire to mentor junior staff
- Willingness to take on tasks of varying nature

Why Join HBA?

As we said above, HBA is all about doing things differently. We challenge the stereotypes associated with traditional law firms in terms of our structure, management style and way of life. Creativity and innovation are at the heart of everything we do. **So why join HBA?**

From day 1 you'll find yourself a part of a diverse-minded, collaborative and national team that truly values our relationships with one another. Our employees are incredibly happy at work and are the best advocates of our brand, which has resulted in us filling more than a third of all of our vacancies through internal referrals.

Whether you're trying to get your foot in the door within the legal industry, or are a seasoned Solicitor, there's no better place to grow your career than at HBA. Our team of highly skilled experts have the desire to invest in your development and get satisfaction from imparting their wisdom onto others. There is no shortage of people who will work with you to get you to where you want to go.

Finally, our flexibility is like no other. We know you have lives outside of work and we encourage you to live them. We have a large portion of our employees who either work part time or are working full time and taking advantage of our hybrid model; a mix between WFH and coming into the office. We trust you to complete your work when suits you, which may sometimes be outside of the confines of 8:30-5.

Next Steps

If you're interested in a career with HBA, then please apply to this vacancy via Seek or reach out to us directly at careers@hbalegal.com.

Please know that as much as we would like to, we can't always get back to everyone. At this stage, only shortlisted candidates will be contacted.

We strongly encourage you to check out our website and LinkedIn pages via the icons below.

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