

Legal Secretary Job Advertisement

Overview of HBA

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.

Position purpose

At HBA Legal, our Legal Secretaries provide essential administration support to their supervising Partners and their wider team. You will play an important role in ensuring the team functions efficiently and effectively and will work closely with the other Secretaries across Australia to share knowledge and best practice.

Reporting line

This role is based in our **Sydney** or **Melbourne** office and reports through to **Michelle Dawson, Partner**.

You will sit within our Safety and Regulatory practice group and will support our Employment Law / IR team.

Your key responsibilities

In this role, you will be responsible for:

- Diary management for Partners including scheduling of appointments
- Day to Day general administration including filing, archiving, mail, courier bookings, timesheets and database management
- Communication to key internal and external stakeholders in person, via phone and email correspondence including to the courts, tribunals, government agencies and clients
- Managing the billing requirements from start to finish including sending invoices
- Opening new matters as required and assisting in the preparation of client disclosure documents
- Uploading and assisting with lodgement and filing of documents with various government departments, courts and tribunals
- Assist with general office maintenance when required including kitchen housekeeping
- W/P dictation typing
- Assisting the team with general administration including renaming affinity files, briefs and preparing basic letters
- Assisting with client queries by phone and email
- Reporting as required and instructed

What we're looking for

To be successful in this role, you must be able to:

- Develop an effective network across the firm; understand and manage stakeholders effectively
- Contribute well to the team and work collaboratively and effectively across the firm
- Demonstrate effective time management and work organisation; engaging in conversations with colleagues to challenge priorities and agree a way forward effectively
- Demonstrate resilience and tenacity; does not give up when obstacles and problems present themselves
- Grasp new concepts quickly and accurately
- Balance competing priorities and coordinate work effectively in order to meet deadlines

Experience wise, we are looking for someone who has:

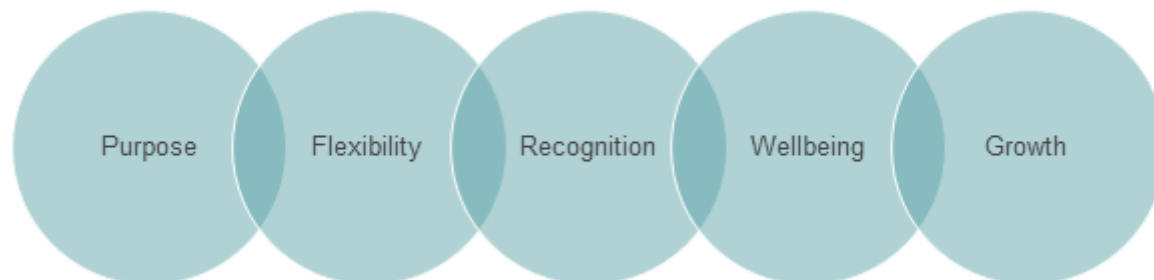
- Tenure in a similar secretarial role
- A general understanding of the employment law practice area (however this isn't necessarily required)
- Great attention to detail and desire to improve processes

Our value proposition

We strive to create an environment where people can and do perform at their very best. They understand what we are creating, and they want to be a part of it, because they understand the difference that we make to our client's lives. And where we succeed, we share the rewards and recognise people in ways that celebrate our achievements.

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.

Our culture and environment are centred around these 5 pillars:



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.