

POSITION DESCRIPTION

Conveyancing & Administrative Assistant – Full-time

BOWDEN McCORMACK Lawyers + Advisers

Position Title	Conveyancing & Administrative Assistant
Location	101 Mitchell Street, Darwin
Salary	To be negotiated
Responsible to	Office Manager

Submitting your application

Your application must be received no later than 9am on the advertised closing date. Late applications will not be accepted unless you have an agreement with the Office Manager to submit your application after the closing date. Applications must include:-

- a copy of your Resume or CV; and
- a document addressing the Position Specific, Desirable and Generic Selection Criteria.

Submission contacts

E-mail Address	bmlaw@bowden-mccormack.com.au
Postal Address	GPO Box 2644 DARWIN NT 0801
Hand Delivery Address	Suite 4, Level 1, Northgate Plaza 101 Mitchell Street DARWIN NT

BOWDEN McCORMACK
Lawyers + Advisers

Background

The property industry in the Northern Territory has experienced a rebound in the past 12 months. As a result, transfers are now happening regularly and the property market is highly sought after. This has created an increase in work and opportunity.

However, we also know that the current pandemic has seen people seek more meaning in their lives. Their work must be meaningful, and there must be genuine balance so that time with family can be truly enjoyed. Here at Bowden McCormack we believe we come fairly close to offering the best of both worlds - meaningful work in a wonderful location, Darwin, and the ability to spend the time desired with family and friends - and doing those all-important 'other' things.

We acknowledge and embrace the fact that the option of working from home now simply cannot be ignored. However, we have learned from experience that the office still has its place – it remains extremely important in a range of areas, including learning, team connection and social collaboration. As a result, we utilise both options, and actively work with our team to strike a balance on an individual basis.

Join our team

If you have experience in conveyancing and administration and are looking to broaden your experience in an exceptional part of the world, then look no further than being a part of a strong, pro-active and successful team.

Bowden McCormack is a law firm that provides strategic, high-value commercial and corporate advice. Our staff have decades of experience acting for clients across the Northern Territory, and have conducted over \$5 Billion worth of property transfers. We can assist you to gain the greater experience you are looking for, and provide the opportunity to learn from and improve with others who have an excellent track record,

PRIMARY OBJECTIVE

As a member of a team, and under professional supervision, you are to provide high quality conveyancing and administrative support services to Bowden McCormack.

PRIMARY RESPONSIBILITIES

1. Maintain reception and switchboard calls and enquiries.
2. Monitor, screen and redirect telephone calls and visitors.
3. Greeting of clients and preparation of beverages (coffee, tea etc.).
4. Provide frontline information on Bowden McCormack services and other support services to clients.
5. Collect / send mail and maintain a mail register.
6. Provide high-level administrative, secretarial, computer and project support.

7. Conveyancing administrative tasks as directed by the firm's Conveyancer
8. Participate in the development of systems to enable monitoring, evaluation and collection of statistical data, as required.
9. Oversee stationery requirements, including photocopier consumables.
10. Maintain appropriate record keeping and filing, including key and out-of-office asset registers.
11. Assist with lodging & retrieval of archived records.
12. Conduct of rounds.
13. Creation of new clients and files (electronic & physical).
14. Maintaining files, including filing and general tidying.
15. Assist with staff and client meetings.
16. Making travel arrangements for staff and clients.
17. Ensuring general tidiness and maintenance of office.
18. Participate in staff meetings, training and planning sessions as required.
19. Undertake relief for legal support staff and undertake duties as required.
20. Undertake training as directed.
21. Other duties as directed, which may include:-
 - Dictation;
 - Arranging appointments;
 - General research tasks;
 - Ordering searches; and
 - Booking of teleconferences.

SELECTION CRITERIA

Law Clerk/ Conveyancing Assistant/ Receptionist – Full-time

Position Specific Selection Criteria

1. Proven secretarial and administration experience in a legal or other professional environment in a similar role.
2. Knowledge and experience in administrative procedures, including records management.
3. High level interpersonal, oral and written communication skills with demonstrated ability to be discreet and maintain confidentiality.
4. Sound organisational skills and proven ability to exercise initiative, determine workload priorities and complete tasks within required timeframes.
5. Demonstrated computing skills with proficiency in a range of relevant computer software applications and databases. It should be noted that Bowden McCormack operates on the Affinity system (through Lexis Nexis).
6. Demonstrated capacity to work under pressure and in a team environment.
7. The ability to work independently without supervision and as a team member.
8. Demonstrated experience in communicating effectively and sensitively with Indigenous people.
9. Knowledge and experience with conveyancing matters and processes.
10. Ability to obtain a Police Clearance, if required.

Desirable Selection Criteria

1. Strong knowledge of Microsoft Office software and general computing skills to assist with general computing issues and provide accurate information to tech support on more complicated matters;
2. Previous use of the legal computing software program Lexis Affinity.
3. Desire to progress a career in the Legal Services industry

Generic Capabilities

1. Ability to think strategically.
2. Ability to achieve results.
3. Ability to develop productive working relationships.
4. Demonstrated personal drive and integrity.
5. Ability to communicate effectively.
6. Strong computer skills.