SPRUSON & FERGUSON
LAWYERS Intellectual Property ▪ Commercialisation

TRAINEE LEGAL SECRETARY

Spruson & Ferguson Lawyers is an established law firm specialising in intellectual property litigation and technology commercialisation and is associated with leading patent and trade mark attorney firm Spruson & Ferguson.

A rare opportunity is available for an individual with secretarial skills to join the firm. This is an entry level position ideally suited to a business college or TAFE graduate seeking a career as a legal secretary.

Working closely with a senior secretary the successful candidate's duties will include dicta-typing, photocopying, scanning of documents, monitoring and printing of emails, filing, and ad hoc administrative tasks.

To be considered for this opportunity candidates will be well presented with a friendly personality, demonstrate a minimum typing speed of 35 wpm or above with a high level of accuracy, have some experience with dictatyping and be proficient with MS Word.

Please forward your resume and a covering letter to **hr@sprusons.com.au**

No agencies please.

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