

Vacation Employee – Office Junior – Bannermans Lawyers

Bannermans Lawyers is one of the market leaders in the rapidly growing area of strata law. We are an expanding, specialist law firm that offers excellent working conditions in a fast paced environment with state of the art technology in North Sydney CBD.

We are currently looking for a motivated, full-time Vacation Employee to assist all staff in their day to day activities and to help with the office relocation which is occurring in early January 2010. The role will involve a variety of general office duties including:

- scanning/photocopying of documents
- filing
- banking, deliveries and general out of office errands
- packing and unpacking of files, stationery etc as part of the relocation
- general assistance in the relocation process
- arranging couriers
- answering phones

The successful applicant will need to be available to work full-time (Mon-Fri, 8.30am – 5.30pm) from approximately mid November 2009 to mid February 2010 (excluding public holidays). There is also a possibility of a permanent part-time role becoming available from mid February 2010.

Ideally you will have:

- 1+ years office administration experience
- can-do attitude
- professionally presented
- competent with Microsoft office products
- friendly, helpful attitude
- strong work ethic
- punctuality

If you meet the above criteria and wish to join our busy, dynamic team, please quote reference number **VAC100** and email a brief resume to:

hr@bannermans.com.au