Legal Executive or Paralegal

Full Time Salary equivalent to $32K - $35K + Super depending on experience

- Lane Cove based
- Position will suit a Law Student studying part time through to a Junior Solicitor.
- Minimum requirement is the successful completion of five subjects towards the Diploma of Law
- This position is designed to suit your study requirements & can be tailored for either 4 or 5 days per week.

Success has resulted in the rapid growth of our company. A new opportunity has arisen to join the finance and administration team.

You will be part of an enthusiastic, team who excel in their work performance.

Your duties would include:
- Document Management.
- Contract management, of all customer(s) Statement of works
- Ongoing management of Contracts Database inc data entry
- Ensure all contracts are appropriately documented & commercially reviewed.
- Attending to all Corporate Governance matters.
- General clerical support of “ons and offs” of customers requirements.
- Work within a team that manages the company’s commercial relationships from a legal perspective whilst ensuring the minimisation of legal risk & facilitating business efficacy.
- Accounts payable or receivable experience not required it would be highly regarded.

The successful applicant must be a self starter have excellent communication skills, be self motivated and task orientated and have a high degree of proficiency in Microsoft Excel & Word

Good verbal and written communication is a must.

Applications should be forwarded to jobs@mvss.com

More information on our company can be found at www.mvss.com we supply 24/7 phone & parts support world-wide for a variety of multinational companies.

Applications accepted till 12 noon 17th July