

## Paralegal (Brisbane)

### The role

Our Brisbane office currently has an opportunity available for a Paralegal to join the team. We are seeking candidates who are in their 2<sup>nd</sup> or 3<sup>rd</sup> year of their Law Degree.

### Key responsibilities

As a Paralegal at Clyde & Co, you will carry out case-handling work delegated by Partners and their teams and work very closely with them. Your responsibilities will include, but will not be limited to:

- Assist in the preparation and development of articles for local and international publications and presentations;
- Assist with the creation & maintenance of bundles/bibles/pleadings or arbitration files, client documents etc;
- Document review;
- Printing, photocopying and collation of documents and materials;
- Providing assistance to business services team members and their Partners/fee earners when they are busy or away on leave;
- Attending to court filing; and
- Attending to all other work related Partner and fee earner requests.

### Job requirements

To be considered for this position you should possess the following skills and attributes:

- Intermediate computer skills;
- Professional and polished presentation;
- Strong communication skills and an ability to use initiative; and
- A positive attitude to work with a flexible approach.

We are seeking a paralegal who can work 3 days per week (preferably Monday, Thursday and Friday) with hours from 8.30am to 5.00pm and additional hours as required with compensation. This role would suit someone who is currently in their 2<sup>nd</sup> or 3<sup>rd</sup> year of their Law Degree.

### About the Firm

Clyde & Co is a leading, sector-focused law firm with more than 2000 legal professionals and 3300 staff in 46 offices on six continents. It has a focus on five core global sectors that position it at the heart of global trade and commerce: insurance, trade & commodities, energy, transport and infrastructure. The firm has doubled in size twice in the last ten years, is one of the fastest growing law firms in the world and has ambitious plans for further growth.

### How to apply

This is a fantastic opportunity to become part of a dynamic and progressive firm. If you are interested in this position, please submit your application (including cover letter, resume and academic transcript) online via this [link](#).

Please note that only candidates that have been selected for interview will be contacted.