

Operations Assistant

Ashurst's Operations Department, Perth

Recruitment

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| About Ashurst | <p>Ashurst is a leading progressive global law firm with a rich history spanning more than 200 years. We are proud of our history and are future-focused, having expanded into new technologies through our NewLaw division, Ashurst Advance, and our consulting arm. Our in-depth understanding of our clients and commitment to providing excellent standards of service have seen us become a trusted adviser to local and global corporates, financial institutions and governments in all areas of commercial law. To find out more please visit www.ashurst.com.</p> |
| Department/Role overview | <p>The Office Services team provides AV support, print/mail room services, coordinating couriers, ordering office supplies, and general administrative support to internal clients of the firm as required, and liaising with designated service providers.</p> |
| Main responsibilities | <ul style="list-style-type: none">• Printing, scanning, photocopying, collating and binding;• Sorting and distribution of internal and external mail;• Receiving and despatching items via external couriers;• Assisting with meeting room set-up for seminars and functions (including moving furniture);• Archiving and records management;• Stationery ordering; and• Other general administration tasks and provision of support to internal clients of the firm as requested. <p>Risk and Control: Ensure that all activities and duties are carried out in full compliance with our regulatory requirements and internal policies.</p> |
| Essential skills and experience | <ul style="list-style-type: none">• Demonstrated computer literacy including Microsoft Suite;• Good organisation skills;• Good written and verbal communication skills;• Proven ability in providing excellent customer services;• The ability to work as part of a team; and• Some manual handling and lifting will be required. |

Background checks

In order to comply with regulatory and client requirements, Ashurst will undertake appropriate vetting of staff. When applicants accept a job offer, Ashurst, alongside a specialist provider, will undertake professional verification and background checks. These checks are only undertaken with consent, and in accordance with our legal and regulatory obligations.