



Paralegal / Lawyer Support

Fox and Thomas is seeking a full-time (only) person based in our Goondiwindi office to assist in the operation of critical systems and procedures in support of our professional team.

You will be proactive, highly organised and efficient, with a clear focus on client service and support of our lawyers. This position is suited to someone who has excellent attention to detail. You may be a law graduate or have administrative or bookkeeping experience or have other transferable skills.

While past experience in a legal firm is an advantage, it is not a requirement as we will provide training in your role. Your skills should be appropriate to a professional firm, you need to be willing to adapt to computer software and technology and to be part of a team.

We invite applicants to enjoy the benefits of a progressive and supportive working environment, with the opportunity to develop your skills and grow within the firm.

Applicants looking to learn and enjoy a collaborative working environment are encouraged to apply. You can view our website at www.foxthomas.com.au

Applications must include a cover letter and resume addressed to: The General Manager at mail@foxthomas.com.au (Ref: PLSG1123). For further information please phone our office on 07 4671 6000.