



Administration Officer

Fox and Thomas are seeking a full-time (only) person in our Goondiwindi office to run our administration support for our growing legal team.

You will be proactive, willing to learn, organised and efficient, with a clear focus on client service and supporting the team. This position is suited to someone who has excellent attention to detail and a strong level of oral and written communication skills.

You may have administrative, receptionist or other transferable skills. This may suit someone returning to work. You may have no legal firm experience, as we will provide you in-role training. The role provides a progressive challenge in managing the mechanics of a professional office and delivering quality services to our team and clients. This role is an excellent opportunity and does not require tertiary qualifications or other formal training.

We believe Fox and Thomas is a unique place to work. We invite applicants to enjoy the benefits of a progressive and supportive workplace, with the environment to develop your skills and become a valued member of our collaborative Team.

Applications must include a cover letter and resume addressed to:

The General Manager

mail@foxthomas.com.au

(Ref: AO0826)

To learn more about Fox and Thomas, visit www.foxthomas.com.au