



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 growing professional team. You will be working with our Agribusiness and Property Teams.

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, and you should be keen to be part of a team and willing to adapt to computer software and technology.

You will be proactive, highly organised and efficient, with a clear focus on client service and support of our lawyers. This position suits someone who has excellent attention to detail. You may be a law graduate or have administrative or bookkeeping experience or have other transferable skills. A background or interest in agribusiness is a distinct advantage given our client base.

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.

Applications must include a cover letter and resume addressed to:

The General Manager

mail@foxthomas.com.au

(Ref: PLS0826)

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