

EDO Ltd - Legal Administrator

KEY SELECTION CRITERIA

Skills and experience:

Essential:

- Experience in legal administration or similar administrative role in a busy office
- Ability and confidence to communicate well with a variety of people
- Excellent oral and written communication skills
- Excellent interpersonal, organisational and time management skills
- Demonstrated ability to use initiative and problem-solving skills in the workplace
- High level of computer competence, including Microsoft 365 environment
- Demonstrated Database and digital client file management skills (CLASS, LEAP or similar)

Desirable:

- Demonstrated experience in assisting in administration of court and/or tribunal work, familiarity with court processes, including court filing, file management and assembly of legal briefs
- Experience with volunteer programs or supervising volunteers.

Personal qualities:

- Highly motivated, attention to detail and accuracy.
- Ability to work in a collaborative and distributed team environment.
- Commitment to EDO's values and interest in our work protecting Australia's environment through the law.