

Job Description

**Title: Administrative
Co-ordinator
Experience: Any
Type: Permanent Full-Time
Start Date: ASAP
Location: Melbourne**

Hannan Tew Lawyers



Prepared by: Hannan Tew Lawyers
Date: 2 May 2021

About Us

We are a boutique, NewLaw Australian immigration law firm focusing on delivering client-centric immigration solutions. We work across all sectors of immigration and represent clients from asylum seekers to global organisations.

The firm is staffed by passionate immigration professionals (including an Accredited Specialist in Immigration Law) with extensive experience in global law firms and a drive to “beat yesterday”. We love innovation and thrive on adapting to change. Over the last 3 years we’ve focused on constantly improving and evolving our systems to ensure our clients have access to the best in market immigration service.

We’re a small team (4 staff) but our firm doubled during the pandemic by maintaining our commitment to service, and we expect this to accelerate once the borders have re-opened.

Opportunity

We’re now looking for a fantastic communicator with strong organisational skills and a keen eye for detail to help manage the administrative aspects of our firm. You’ll work within our existing administrative processes to take us to the next level in a quickly growing firm. This is a full-time role and as our firm grows, we envision the role to grow into an Office Manager type position where you can call the shots.

The work you can expect

- take calls / exchange email correspondence for the firm's new enquiries and actively manage our CRM (PipeDrive)
- manage our social media platforms (LinkedIn / Facebook / Instagram / Medium) and establish new channels
- ensuring electronic files are updated via our internal systems to track matters / assist with document collection from our clients
- managing our templates (reviewing for consistency, grammatical errors and clear communication)
- assist with the drafting of basic forms using templates (including visa application forms)
- drafting emails / letters and cost agreements using templates
- communicating with clients via telephone and email
- billing / invoicing tasks

What we're looking for in candidates

- excellent written / verbal communication skills - we value plain English law which means clear and prompt communication from start to finish
- strong organisational skills and attention to detail
- ability to build / develop excellent relationships with clients from a variety of backgrounds
- an ability to mesh in a supportive and highly driven team culture
- a strong sense of ethics and interest in the immigration space
- you can still apply if you don't meet all of the requirements, just pitch to us why you're a good fit

We also value these traits

- an eagerness and motivation to learn and better themselves
- an interest in diversity
- a willingness to pick up, explore, or propose new software tools and technologies to operate effectively
- previous experience in client facing roles, and/or high-volume transactional environments
- digital marketing / SEO / Zapier experience is highly favourable

What we offer

- a non-traditional legal workplace - with limited time-recording and no formal dress code
- an awesome central Melbourne office location with beer on tap
- a great work culture in a fast-paced, dynamic environment
- opportunity for real growth and to build your own “niche” within our firm as we look to grow our practice (and develop your talent along the way!)
- a salary of \$50,000 per annum
- the ability (and we promote) additional training within or outside of your area (e.g. Code Academy, Udemy or other educational tools you wish to pursue)

Further information

Please make your application directly through:
<https://www.hannantew.com.au/careers/>

We unfortunately do not accept external agency applications for this role