

Administration Officer (Business Services)

Caxton Legal Centre is a community based legal centre which prides itself on opening the doors of justice to all members of society. We do this by providing free legal advice to empower those who would otherwise be denied access to justice and by educating the community about legal issues.

We are now seeking an enthusiastic, highly motivated individual to join our Business Services team. With exceptional attention to detail the successful applicant will be able to provide administration support for file management and general business processes. Strong organisational and numeracy skills and the ability to manage multiple tasks will make you a highly sought-after member of our team. General office administration experience is essential.

Sound like the job for you? If your answer is yes, please email tania@caxton.org.au for a position description and selection criteria.

Please send your application to tania@caxton.org.au by close of business **5 November 2018** including a cover letter addressing the selection criteria and your resume.

Shortlisted candidates will be required to participate in an assessment centre process, which will be held within two weeks of the closing date. For further information about the job, please contact Megan Pearce on (07) 3214 6333.

Caxton Legal Centre Inc. is an equal-opportunity employer.

Please check our website regularly or follow us on Facebook or Twitter for updates on positions vacant at our centre.

Caxton Legal Centre Inc., established in 1976, is a leading non-profit organisation providing high-quality free legal, social work, law reform and community education services.

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