

HR Legal is Recruiting

Paralegal Roles - 3 casual positions available to suit current law students

We are looking for motivated law students to join our ever growing team. The ideal recruits will either be 2nd year + of their Juris Doctor at Melbourne Uni, or 3rd year + of their Law Degree at Monash University.

Ideal candidates will have studied some workplace relations or safety law subjects, or studies some human resources related subjects in their other degrees.

This is a great way for law students to get real experience and open the door into a rewarding legal career. Many of our previous paralegals have taken permanent graduate positions with us and have been promoted through our firm. Others have found the experience with us helps them secure graduate positions at top and mid-tier firms.

The Role

The role will include working with lawyers on client files, undertaking legal research, assisting with filing and general administrative tasks. You will have access to Senior Associate and Partners of the firm and can participate in our internal practical training.

Proposed Working Hours

1 to 2 days per week to be discussed with successful applicants – days and times are flexible based on timetables, and study and exam requirements. Additional days may be available during uni holidays.

Required Skills/Experience

The successful applicants will be well presented and will possess good communication and organisational skills.

About HR Legal

HR Legal is a leading workplace relations and safety law firm working with employers nationally. We deliver high quality and professional legal services. We listen to our clients, and we work with them to provide commercial solutions that assist them achieve their human resources strategies.

What you can expect from us:

We have a supportive collaborative workplace culture where we treat each other well and understand lawyers actually have a life outside of work. We provide:

- Contemporary law firm with genuine flexibility, mentoring and support
- Opportunities for career progression based on merit
- Direct client contact

- High quality work for top tier clients
- Learning and development opportunities
- No budgets

Please send your cover letter and resume to careers@hrlegal.com.au. Applications close on **Wednesday 30 March 2022**. You must have the right to work in Australia.

Recruiters: Please respect that we are not engaging a recruitment agency for this role and any correspondence received by us from recruiters will not be responded to.