

Part time Receptionist – Nexus Chambers, Gouger Street, Adelaide

- **Part time 0.5 or 0.4 FTE (5 or 4 days per fortnight)**
- **Generous salary package – circa \$30k / year plus super (subject to FTE)**
- **Work in a prestigious barristers' chambers**
- **Prime CBD location on Gouger Street**

About the Chambers

Nexus Chambers is a commercial/civil barristers' chambers centrally located on Gouger Street in a modern corporate office building, providing independent representation across a range of areas of law throughout Australia including commercial and civil litigation.

About the Role

An opportunity has arisen for an energetic and confident part-time Receptionist to join the practice. You will manage the front desk, welcoming visitors and maintaining high standards of professionalism and presentation, ensuring that each day runs smoothly and efficiently. This flexible role is offered on a part time job share basis (with another continuing Receptionist who works 0.5 FTE).

This role would ideally suit a university student studying law wishing to work 2 days a week or 5 days over a fortnight and will expose the successful candidate to legal practice. The successful candidate will work every Thursday and Friday (and every second Wednesday if employment is FTE 0.5) – however there is the potential for some flexibility in days.

The role commences in the week of 22 April 2024 although some initial training and induction may be required before that date. There is also potential flexibility with the start date.

Duties

- Greet visitors and set up meeting rooms
- Answer and direct phone enquiries
- Print and collate documents
- Some audiotyping
- Ensure common areas are kept tidy

Skills & Experience

- Professional customer service skills
- Ability to work autonomously and use initiative under limited supervision
- Ability to exercise a high degree of confidentiality
- Previous experience in a corporate reception environment (not necessarily legal) is desirable

Culture & Benefits

- Be a part of a prestigious legal practice amongst the buzz of the Adelaide legal precinct
- Flexibility to allow for a healthy work-life balance
- Purpose built offices with a bespoke, contemporary fit out
- Close to shops, restaurants and cafes, and trams.

How to Apply

Please email a letter and CV to the Manager of Chambers, Scott Evans, by email at reception@nexuschambers.com.au by 5pm on Friday 12 April 2024.

Further information about Nexus Chambers can be found at www.nexuschambers.com.au