

Administrative Support Assistant - CPD Legal Practice Board

The Legal Practice Board (**Board**) is seeking to appoint an Administrative Assistant to join our busy and friendly team in the CBD.

The Board is established under the *Legal Profession Act 2008 (LPA)*.

The Board has statutory responsibility for the regulation of legal practice in Western Australia, including the granting and renewal of local practising certificates, and the discipline of legal practitioners through the Legal Profession Complaints Committee.

The position available is for a full time Administrative Support Assistant – CPD.

This is a key position providing direct support to the Administrative Assistant Level 3 in all processes within the Continuing Professional Development (**CPD**) area.

The successful applicant will have demonstrated experience in providing administrative support, utilising highly developed written and oral skills to engage with staff, managers and external stakeholders, in a time efficient and effective manner, using technological skill and knowledge.

The successful candidate will have an ability to prioritise and meet timeframes as well as exceptional organisation skills.

Previous experience within an administrative assistant position is preferred.

Working experience utilising IMIS database and Objective electronic record management system is desirable.

Starting salary is \$62,172.00 plus 9.5% superannuation.

For all enquiries please contact the Corporate Support Officer, Debra Shahar on (08) 6211 3600.

For a copy of the role statement and how to apply, please visit our website at www.lpbwa.org.au.

Applicants are requested to address the work related requirements in the role statement and nominate two professional referees.

Applications are to be provided to the Legal Practice Board by 5pm on Friday, 24 January 2020 at the following address.

Legal Practice Board WA, PO Box 5720, St Georges Terrace, Perth WA 6831 or humanresources@lpbwa.com

Please note applications from recruitment agencies will not be accepted.

This selection process is being undertaken to fill a vacancy. Applicants assessed as suitable during this selection process may be appointed to other similar vacancies that occur within our organisation for 6 months following this initial appointment. This includes circumstances where this position becomes subsequently vacant should the successful applicant decline or vacate the advertised position