

POSITION DESCRIPTION	
<b>Position Title</b>	<b>RML Solutions Administration Assistant</b>
<b>Reports to</b>	<b>RML Solutions Legal Practice Manager</b>
<b>General Description</b>	A legal Administration Assistant is responsible for providing a full range of secretarial, clerical, and administrative support to our Legal team within the Firm.
<b>Essential Experience, Qualifications and Attributes</b>	<p>Minimum 2 years' experience in administration or similar role</p> <p>Experience in conducting conveyancing matters</p> <p>Proficient in LEAP, PEXA and Microsoft Office</p> <p>Have strong verbal and written communication skills</p> <p>Excellent organisation and time management skills</p> <p>High level of attention to detail</p> <p>Good comprehension and typing skills</p> <p>A strong work ethic with a willingness to learn</p> <p>Energy and enthusiasm with the ability to work independently and as part of a team</p> <p>Take responsibility for your work, use initiative and be proactive</p>
<b>Desirable Experience, Qualifications and Attributes</b>	<p>Certificate IV in Business/Business Administration</p> <p>Be completing a law degree or be interested in commencing a law degree</p> <p>Previous experience working in a professional office</p>
Task Responsibilities	
<b>Administrative Duties</b>	<ul style="list-style-type: none"> <li>• Provide administrative support to all RML Solutions team members, including copying, scanning and maintaining legal registers, safe custody document storage and the confidential filling of electronic legal documents in accordance with recognised procedures and standards</li> <li>• Prepare and edit correspondence, minutes, letters, memos, presentations and spreadsheets</li> <li>• Assist with administration of conveyancing matters</li> <li>• Prepare bills for the RML Solutions team</li> <li>• Create, format, revise and edit legal documents as directed such as wills, deeds, powers of attorney, appointments of enduring guardian, loan agreements, etc.</li> <li>• Review and proofread documents and correspondence to ensure accuracy</li> <li>• Order documents as required from our document provider and prepare documents for signing</li> <li>• Monitor and coordinate the flow of information internally and with external stakeholders</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Other duties as reasonably directed by RML Solutions team members</li> </ul>



**General Responsibilities and Expectations**

- Be familiar with and adhere to R&M Policies and Procedures
- Be familiar with and promote R&M values at all times
- Always communicate professionally with clients and colleagues and maintain the highest level of confidentiality
- Build positive productive working relationships internally and externally, while possessing a positive and mature attitude to the role
- Demonstrate a commitment to efficiency and continued professional development by attending and actively participating in training, taking responsibility to seek self-development opportunities and keeping up to date with technical matter
- Conduct your business in compliance with ethical practises
- Monitor and adhere to procedures and workflow deadlines
- Attend/support relevant R&M related events
- Follow all reasonable instructions of Managers and Partners

**Agreement to this Position Description**

I have read and understood this Position Description.

I understand that this document provides general information and that it may be altered at any time at the discretion of the Firm.

I agree to perform to the best of my ability and to deliver the responsibilities described in this Position Description, in accordance with Firm policies and procedures and all reasonable management directions.

Agreed by: \_\_\_\_\_

<b>Employee</b>	<b>Signature</b>	<b>Date</b>
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Signed on Behalf of Roberts and Morrow:

_____	_____	_____
<b>Name</b>	<b>Signature</b>	<b>Date</b>