



## **Events and Administration Assistant / CPD Assistant**

**Law Society of Tasmania Hobart CBD**

**Part-Time (3 days - W/Th/F)**

### **Position Description**

An exciting opportunity exists for a passionate and vibrant events assistant to join the Law Society's CPD and administration team on a part-time basis 3 days per week (W/Th/F). In this role you will be assisting to organise and deliver, within relevant time frames, continuing professional development (and other) services for the legal profession, while handling the day to day administration requirements of these services.

The position has a variety of tasks which include administration for events, coordinating speaker travel and accommodation, setting and packing up events, organising, and liaising with venues, as well as general Law Society front office administrative duties.

This role is all about being professional yet always maintaining a fun, helpful personality that contributes to the positive ambience of the professional development space and team, with delivery of superior member service at all times.

This role will work alongside Law Society team members including the Executive Director, Deputy Executive Director and Professional Development Officer.

### **We are seeking someone with:**

- An energetic, positive and can-do attitude in all situations.
- Excellent communication skills.
- Demonstrated excellence in organisational and time management skills.
- Minimum 3 years' customer and events service experience.
- Minimum 3 years' administrative work and office experience.
- Ability to work in a fast-paced changing environment.
- Initiative and a proactive mindset.
- An ability to maintain confidentiality.
- Confidence to liaise with external stakeholders to book event requirements, such as:
  - venue bookings
  - catering
  - audio and visual
  - travel
  - accommodation
- Current Australian driver's licence would be ideal.

## **About the Role**

The role's duties include:

- Supporting and assisting the Society's CPD program developers and coordinators to plan and deliver seamless training events for the legal profession.
- Ensuring key event milestones and other deadlines are met.
- Working within a team environment and with external stakeholders to ensure effective and successful events.
- Updating paperwork, databases, creating and maintaining documents, and word processing.
- Setting up events on the Society's website, taking registrations, and assisting with events newsletters and other promotional materials.
- Arranging and managing logistical aspects of seminar and conference delivery in the planning stages.
- Room set up and customer reception for inhouse seminars.
- Excellent customer service both face-to-face and over the telephone.
- Dealing with providers - accounts payable and receivable – working alongside the Society's accounts administrator.
- Assistance with general office administration duties and office housekeeping items.

If you would like to apply for this position, please send your resume and cover letter to:

Deputy Executive Director  
Law Society of Tasmania  
28 Murray Street  
Hobart 7000

Or email to [info@lst.org.au](mailto:info@lst.org.au).

*Only applicants with resumes and detailed COVER LETTERS explaining why the job position suits, will be considered.*

We look forward to hearing from you!

## **About the Law Society**

The Law Society of Tasmania (LST) is the professional body for and regulator of the legal profession of the State of Tasmania. It advocates for good law and provides services, resources, support and benefits to its members to assist in maintaining high standards of practice in the Tasmanian legal profession.

This position supports the delivery of high-quality professional development activities and other services to the legal profession in Tasmania.