



Douglas & Collins - Probate Assistant

Douglas & Collins (www.douglascollins.com.au): a leading Launceston law firm is looking for a probate assistant to join our successful estate administration team. This role is part-time. Experience in Tasmanian probate and estate matters is preferred but not essential.

Skills & Experience Essential:

- Experience with Microsoft packages including Word and Outlook.
- Diary management Skills.
- Digital dictation/transcription
- Accurate typist with a great eye for detail
- Efficient and organised person who is able to work unsupervised
- Able to effectively prioritise tasks
- Excellent written & oral communication skills
- A knowledge of LEAP software system would be an advantage

We offer a supportive workplace and the opportunity for flexible working hours.

Salary commensurate with experience.

For any further information please contact Geoff Arnott or Robert Hegarty on (03) 6332 3400.

Any applications should be sent to geoffa@douglascollins.com.au or roberth@douglascollins.com.au or alternatively by post to;

The Directors

Douglas & Collins

Po Box 994

Launceston Tas 7250