

## OFFICE ASSISTANT TRAINEESHIP | TWO-YEAR FULL-TIME ROLE

- **Start your career with Tasmania's largest Tasmanian-owned law firm**
- **Ideal position for a recent year 12 graduate (or about to graduate) to start their career**
- **Complete a Certificate III in Legal Services while gaining practical experience**

Have you recently finished, or are about to finish Year 12 and ready to take the first step in your career? Our two-year Office Assistant Traineeship offers the opportunity to earn a Certificate III in Legal Services while gaining practical experience in a professional and supportive workplace.

You will learn how a busy law firm operates, build practical administration and client service skills, and work alongside people who are committed to helping you develop. No legal experience is required - we are looking for someone who is enthusiastic, reliable, and ready to learn.

### What you'll do

- follow a daily timetable of office duties, including collecting and distributing mail, completing banking and managing stationery supplies;
- provide front-of-house support by answering calls, welcoming clients, taking messages, preparing meeting rooms and assisting with meeting refreshments;
- make daily deliveries on foot to courts, tribunals, government offices, banks and other businesses;
- support our lawyers and personal assistants with scanning, copying, collating, filing, billing and other administrative tasks;
- maintain accurate paper and electronic records and assist with archiving client files;
- provide backup support to personal assistants when required, including during periods of leave; and
- complete your Certificate III in Legal Services alongside your on-the-job training.

### About you

- communicate clearly and confidently with clients and colleagues;
- are organised, dependable and attentive to detail;
- can manage competing priorities in a busy environment;
- are comfortable using technology, including Microsoft Office;
- are committed to completing self-paced study within the required timeframes;
- conduct yourself professionally and understand the importance of confidentiality; and
- bring initiative, sound judgement, and a positive approach to learning.

Experience in customer service, whether through casual work, volunteering, school or community activities, will be well regarded but is not essential.

### Why Page Seager?

At Page Seager, you will join a welcoming and collaborative team where people are supported to learn and grow. You will receive practical training, guidance from experienced colleagues, and exposure to the day-to-day operations of a leading Tasmanian law firm. This traineeship is designed to build strong foundations for a future career in administration or professional services.

### How to apply

Please provide your current resume, a copy of your most recent school results and a covering letter telling us why you are interested in the traineeship and what you would bring to the role.

Apply through SEEK or email your application to [recruitment@pageseager.com.au](mailto:recruitment@pageseager.com.au).

Questions may be directed to Deirdre Boxall, Human Resources Coordinator, on 03 6235 5172.

**Applications close 8 November 2026.**