

FINLAYSONS LAWYERS

Corporate Receptionist / Events Coordinator

- Permanent part-time job-share position
- Modern office in prominent CBD location
- Commercial law firm

A fantastic opportunity has presented for an energetic individual to join the Finlaysons team as a **Corporate Receptionist & Events Coordinator** in a 'front of house' position. The role primarily involves working weekly each Thursday and Friday, with the flexibility to work full-time during periods of annual leave.

Finlaysons is a leading independent corporate and commercial law firm in Australia, with offices in Adelaide and Darwin. We work with clients across Australia and internationally.

The role is pivotal in ensuring our clients receive service excellence in all their interactions. We are looking for an immaculately presented and highly polished candidate with 2-4 years of corporate experience. Your genuine passion for this role will see you:

- > greet clients, business associates and visitors with the wow factor;
- > exude warmth, professionalism and confidence;
- > be technically and administratively savvy to undertake associated tasks of the role efficiently and with an eye for detail; and
- > assist with the coordination and management of event and function activities – both internally and externally.

As a personable, positive, and outgoing individual, you will have experience working in a similar role and possess:

- > excellent communication and interpersonal skills;
- > an ability to self-manage, work well under pressure, and deal with last minute change;
- > a flexible and can-do approach;
- > proficient keyboard skills and a competent knowledge of the Microsoft Office suite; and
- > the ability to efficiently operate the firm's communication system via Outlook Teams.

If you are ready to take on a key role in delivering exceptional service and thrive in a dynamic, professional environment, we would love to hear from you! To join our team and enhance our welcoming culture, apply at hr@finlaysons.com.au.

Finlaysons is an equal opportunity employer. No agency referrals please.

For queries please contact: Jessica Houston, People and Development Manager | T: 8235 7845