



SULLIVAN BRAHAM PTY LTD
BARRISTERS & SOLICITORS

Join Our Dynamic Team as a Legal Assistant – Commercial Practice

Are you ready to take the next step in your career? An excellent opportunity has become available for a Legal Assistant to support our Commercial Practice Head—an Accredited Specialist renowned for expertise in commercial, property, and dispute resolution matters. This position has become available due to an internal promotion, reflecting the firm's commitment to recognising talent and supporting career development from within.

This is your chance to work at the heart of a thriving practice, where your skills will be valued and your professional growth encouraged.

What You'll Do

- Work closely with a leading Accredited Specialist, gaining exposure to high-profile commercial, property, and dispute matters
- Draft, format, and proofread a variety of legal documents and correspondence
- Manage client files, coordinate diaries, and schedule appointments
- Be the first point of contact for clients, counsel, and external stakeholders
- Conduct legal research and contribute to the success of complex matters

What We're Looking For

- Exceptional organisational skills and the ability to juggle competing priorities
- Strong written and verbal communication skills
- Proficiency with Microsoft Outlook and Word
- A keen eye for detail, discretion, and a proactive approach
- A team player who thrives in a fast-paced, collaborative environment
- Previous experience as a legal assistant not required

Why Join Us?

- Work alongside an industry leader and Accredited Specialist
- Be part of a supportive, energetic, and forward-thinking team
- Exposure to a diverse and stimulating range of legal matters
- Modern offices in a convenient location

How to Apply

Ready to make your mark? Send your CV and a cover letter telling us why you are the perfect fit to james.sullivan@sullivanbraham.com.au by close of business **Friday, 31 July 2026**. For a confidential discussion, contact James Sullivan on 03 5143 1999.