



## **POSITION VACANT**

### **National Legal Assistant / Paralegal**

#### **Industrial and Employment Law**

#### **Sydney CBD**

An excellent opportunity is available for a Legal Assistant / Paralegal (ideally with an Industrial Law background) to join the National Legal Team of one of Australia's most effective, respected and influential trade unions, The Maritime Union of Australia.

Based in the National Office in the Sydney CBD, the broad scope of the role includes :

- keeping the Legal Unit's diary, Awards, Enterprise Agreements and legal databases up to date; and
- providing secretarial and administrative support to the legal team including the provision of court files at short notice.

To be considered for this role, you will preferably have :

- solid industrial law experience having working in a similar role; and
- a demonstrated understanding of and empathy with the labour movement.

You'll need to have great attention to detail, a sound work ethic, research skills, advanced computer literacy, as well as adaptability and flexibility to succeed in this very fast paced yet friendly environment.

A competitive remuneration package, commensurate with experience, will be offered to the successful candidate.

The Maritime Union of Australia an Equal Opportunity Employer; applicants must be permanent residents and able to work in Australia.

For additional information, please contact Trisha Hurley (0419 528 413).

Applications close on 9am Monday 16 November 2015 and should be forwarded to [recruit@mua.org.au](mailto:recruit@mua.org.au) and include a cover letter and attached 3 page maximum resume. It is anticipated that the position will be interviewed in late November – December and will start in January 2016.