



# Lexbridge

## CALL FOR EXPRESSIONS OF INTEREST: EXECUTIVE ASSISTANT

**About Lexbridge:** Lexbridge is a law firm and consultancy, focusing on Australian Government legal services and international law (see [www.lexbridgelawyers.com](http://www.lexbridgelawyers.com)). Lexbridge is a member of the Australian Whole of Government Legal Services Panel, selected to provide legal support services to Commonwealth agencies across diverse fields of practice.

**About the role:**

Lexbridge is currently hiring for the role of an Executive Assistant.

- Approximately 3-7 hours per week on a flexible, casual basis
- May work remotely where possible (otherwise office access will be provided in Barton, Canberra)
- Must have strong Microsoft office skills
- Must have strong communication skills
- Must be able to work well independently and within a team
- Must be organised and reliable
- Any marketing/ publishing skills are desirable
- Interest in government /international law would be desirable
- Occasional use of own car (for errands) would be useful

Lexbridge offers an opportunity to join a dynamic and growing team. Lexbridge is a family-friendly firm and supportive of flexible working arrangements where possible.

Shortlisted candidates would also be required to undertake a police check (this step does not need to be undertaken prior to submitting an expression of interest).

**Application Requirements:** If you are interested, please send an email, together with your resumé **by 23 July 2021**, to: [enquiries@lexbridgelawyers.com](mailto:enquiries@lexbridgelawyers.com).