



Paralegal

We are seeking a Full-Time Paralegal to join our Adelaide team.

As part of this role, you will work closely with a team spread across the state to:

- Draft Legal Documents – drafting and formatting legal and administrative documents
- Client & Referrer Communication – Serve as a key point of contact, providing updates and guidance throughout the process.
- File & Document Management – Open and maintain files, archive records, handle invoicing, manage safe custody, general administration, diary and file management, take calls, prepare briefs to Counsel, and track online file progress.
- Court Application Assistance – Prepare and file court applications as needed.
- Administrative Support – Provide administrative support to solicitors as directed.
- Compliance – Ensure all tasks are carried out in accordance with legal and confidentiality standards.
- Ad-Hoc Support – Assist other legal teams with administrative or case-related tasks as required.

Benefits & Perks

- Salary Negotiable, commensurate to skills and experience
- A dynamic opportunity to showcase your skills and contribute to a growing practice.
- Ongoing professional development and career advancement opportunities.
- A supportive, collaborative, and friendly team that values your contributions.

Skills & Experience

- 2+ years of experience as a Paralegal (preferred).
- Experience in drafting legal correspondence and documents (or transferable skills).

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Estate Planning & Administration
Conveyancing & Property Law
Criminal & Injury Law
Employment & Family Law
Workers Compensation & Hearing Loss



- Strong attention to detail.
- Excellent verbal and written communication skills.
- Professional and confident telephone manner.
- Strong client management skills.
- Punctual, reliable, and professional when handling confidential information.
- Ability to remain calm under pressure.
- Strong time management and prioritisation skills.