

Practice Manager

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Company: Doconade Lawyers

Location: South Australia

Category: other-general

Work type:full-time

Location: Salisbury office

Categories:Practice Management

About the RoleWe are looking for an energetic, experienced, and client-focused Practice Manager in our office who will be responsible for supervising & managing of a busy team.

Key ResponsibilitiesYour responsibilities will include but are not limited to:

Supervising team members running files and ensure deadlines are met
Team management of both lawyers and office support team members
Focus on operating and building the practice
Helping to oversee the financial performance of the office
Day to day office management
Continue to deliver a client focussed practice, by maintaining client relationships
Liase with the Directors of the Company to ensure the smooth and efficient operation of the practice
Providing monthly reports and analysis of the financial performance of individual lawyers
Skills & Qualifications
5+ years' experience in legal practice area
Leadership and people management skills
Demonstrated capacity in executing business objectives
Excellent interpersonal skills with experience providing high level client service
Demonstrated proactive approach to file management
Experience working in a high-volume work environment
Demonstrated ability to provide a high level of client service
About Doconade Lawyers
The law firm currently known as Doconade Lawyers was established by Peter Do and based in Adelaide
Our team are truly passionate about the work we do. Our service offering is informed by a long-term, relational, and knowledge-based approach. We deliver professional client

experiences based on communication, cooperation, responsiveness, adaptability, and organisation. We consider the firm to be a function of the needs of our clients.

Our firm is a diverse workplace enriched by differences in ethnicity, gender identity, sexual orientation, religion, age and family arrangements.

You can learn more about our company here We also offer employee benefits, some of which include:Support, guidance and mentoring from our dedicated managing teamPersonalised development plan to help you succeed in your journeyOngoing coaching and career development opportunitiesEarning based on experienceSalary Continuance & Insurancelf you can help us to provide legal support in South Australia, face challenges, and service our clients more effectively, we would like to invite you to apply for this position.

How to ApplyClick the 'Apply for this job ' button and follow the steps to submit your application via our online recruitment system.

We will not accept applications via email

By submitting your application, you agree that Doconade may collect your personal data for recruitment and related purposes. Doconade'sTerms of Use explains what personal information we may process, where we may process your personal information, and our purposes for processing your personal information.

#J-18808-Ljbffr

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