



POSITION VACANT

Paralegal

(Industrial, Employment, Criminal, Migration and Shipping Law)

Sydney CBD

The Maritime Union of Australia (MUA) is seeking a paralegal to join its in-house National Legal team.

Located in the Union's National Office in Sydney, the position reports directly to the Senior National Legal Officer.

The responsibilities of the role are broad encompassing legal research, preparation of Court and Commission documents, information management for the Legal team, administration of files and research notes.

To be considered for the role candidates must possess solid paralegal and administrative skills which demonstrate an ability to organise information as well as an awareness of industrial legal processes and the importance of timeframes. A capacity for multi-tasking together with a high level of computer literacy is essential.

This is an exciting and highly sought after position in one of Australia's oldest, most effective and influential trade unions that values collaboration and collectivism, works closely with its partners across the labour movement, takes its social responsibilities seriously, and seeks to influence and shape the future.

To be considered for this role, applicants will possess or be studying for legal qualifications, and have a minimum of 12 months' relevant employment experience.

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

For additional information contact : Trisha Hurley – 0419 528 413

Interested applicants apply to : recruit@mua.org.au

and addressed to :
The Recruitment Officer
National Office
The Maritime Union of Australia
Level 2, 365 – 375 Sussex Street
Sydney NSW 2000

Closing date for applications : Thursday 7 August 2014

Applicants must be permanent residents and able to work in Australia.

The Maritime Union of Australia is an Equal Opportunity Employer.