

Receptionist Position

Commencing January 2027

(Our office closes from late December to Early January each year)

*Join
Our Team*

Clark Rideaux Solicitors is seeking a friendly, motivated and professional person to join our team as a Receptionist, commencing in **January 2027**.

This position may suit a Gap Year student looking to gain valuable experience in a professional office environment while completing a **Certificate III in Legal Services**. We also welcome applications from candidates seeking a permanent receptionist position.



A rewarding opportunity
to be part of a respected
Bega legal practice.

SUPPORTING OUR CLIENTS,
OUR PEOPLE AND
OUR COMMUNITY.



About the Role

As the first point of contact for our firm, you will play an important role in creating a positive experience for our clients and supporting our legal team. Your responsibilities will include:

- ✓ Answering and directing telephone calls;
- ✓ Welcoming clients and visitors in a professional and friendly manner;
- ✓ Scheduling appointments and maintaining office calendars;
- ✓ Managing incoming emails and correspondence;
- ✓ Filing, photocopying and data entry;
- ✓ Collecting, processing and distributing daily mail; and
- ✓ Providing general administrative support to solicitors and staff.



About You

The successful applicant will ideally possess:

- ✓ Excellent interpersonal and communication skills;
- ✓ A professional, courteous and well-presented manner;
- ✓ A genuine interest in administration and client service;
- ✓ Strong organisational skills and the ability to manage competing priorities;
- ✓ Sound computer skills and a willingness to learn new systems;
- ✓ The ability to work effectively both independently and as part of a team; and
- ✓ The maturity and discretion required to handle confidential information.



Applications

Applications should be emailed to **Lauren Stafford, Practice Manager**, at **l.stafford@clarkrideaux.com.au** by **Monday, 1 December 2026**.

Applications should include:

- 1 A covering letter;
- 2 A current resume;
- 3 Contact details for **two referees**; and
- 4 Confirmation of whether you are applying for the 12-month Gap Year position or the permanent receptionist role.