

Personal Assistant

Integrity. Professional. Compassionate. Clear thinking. Committed to community. If our values align with yours, we want you!

wilson/ryan/grose has been serving the needs of Queenslanders for 130 years. With offices located in Townsville and Maroochydore, we are committed to the people and communities of regional Queensland.

The Position

We are seeking a **Personal Assistant** to work in our well-established Family Law workgroup, assisting with general personal assistant duties and file management. This position is for our **Townsville office** and is to commence as soon as practicable. The position is full-time, with working hours 8.30 am - 5 pm, Monday to Friday.

This position has the capacity to develop and grow over time for the right applicant. **Final year law students are strongly encouraged to apply for this position.**

Why Choose Us?

We value our team members and provide support to your pursuits, both in and out of the office. Our goal is to help you carve out your own career path, which is complemented by our comprehensive induction program, on the job training and participation in professional development opportunities.

Enough About Us! What About You?

If you:

- possess excellent communication, time management and organisational skills
- have a confident, friendly and professional personality and telephone manner
- understand and appreciate client confidentiality
- enjoy working hard for the good of both clients and your fellow team members
- have experience with Office 365
- are eligible to work in Australia (citizen / permanent resident)

then we would love to hear from you!

A Justice of the Peace or Commissioner for Declarations qualification is desirable, though not essential.

What Can We Offer You?

- Fantastic work culture & social atmosphere
- Emphasis on work-life balance and flexible working arrangements
- Modern IT facilities and paperless practice
- Real-life training and skills development
- Supportive, innovative and collaborative team environment
- Great opportunities for career growth
- Free lunches for work-related meetings
- Discounted health care benefits
- Paid time off for your birthday
- Wellbeing incentives

How Do I Apply?

Please forward your application to:

Attention: Managing Partner

wilson/ryan/grose Lawyers

PO Box 1113

TOWNSVILLE QLD 4810

E: ltaylor@wrg.com.au | P: 07 4760 0100

APPLICATIONS CLOSE 5 PM, 5 JUNE 2026

All applications will be treated in strict confidence

Only successful applicants will be contacted for an interview

Note: Recruitment companies need not contact us