



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 Role

We are seeking a Personal Assistant to work in our well-established and busy Commercial and Property workgroup, supporting a Partner with general personal assistant duties and file management. **This is a full-time position for our Maroochydore office and is for an immediate start, or at a mutually agreed time.**

This position has the capacity to develop and grow over time for the right applicant and is best suited to someone already in an administration role. This role is ideal for someone early in their administration career who is proactive, organised, comfortable completing routine tasks, and genuinely enjoys supporting a busy professional office.

First year law students are strongly encouraged to apply for this position.

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

What Can We Offer You?

- Emphasis on work-life balance and flexible working arrangements
- Modern IT facilities and paperless practice
- Supportive, innovative and collaborative team environment
- Great opportunities for career growth
- Free lunches for work-related meetings
- Paid time off for your birthday
- Social club and firm events
- On-site parking, gym, pool and sauna
- Wellbeing incentives
- Discounted health care benefits

Enough About Us! What About You?

If you:

- have a willingness to learn and are good at taking direction
- possess excellent communication, time management and organisational skills
- have a confident, friendly and professional personality, with a positive and proactive attitude
- have good attention to detail and problem-solving skills
- 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!

Please forward your application to:

Attention: Managing Partner
wilson/ryan/grose Lawyers
PO Box 775
MAROOCHYDORE QLD 4558
E: ltaylor@wrg.com.au | P: 07 5475 8400

**APPLICATIONS CLOSE FRIDAY 20
FEBRUARY 2026**

*All applications will be treated in strict confidence
Only successful applicants will be contacted for an interview*

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 & participation in professional development opportunities.

Diversity, fairness and inclusion are important values to us, and are factors taken into consideration in our decision-making processes. We also value and support community endeavours where we can make a positive difference in the community through regular charity and industry events.