



Legal Secretary Traineeship – Sydney CBD

National Law Firm | Boutique Culture | Rotational Traineeship | Business Diploma

About Us

McCabes is an Australian Commercial, Government, and Insurance law firm with a reputation for providing high quality, timely legal services. Balanced with a strong internal emphasis on culture and values, we combine innovation with commercial savviness to deliver rewarding outcomes to all our clients.

Legal Secretary Traineeship Program

This is a 12-month program that will commence in March 2023. This traineeship will see you working in a team environment providing administrative and secretarial support to fee earners of varying seniority (including principal level). During the program you will rotate across our three legal divisions with key responsibilities including:

- File management
- Opening and closing files
- Drafting legal documents and correspondence
- Preparing briefs to counsel
- End of month billing and reporting
- Diary management and arranging appointments
- Liaising with clients via email and phone; and
- General administrative duties.

Learning & Development

The program is designed to give you exposure to a broad range of skills and experiences as a Legal Secretary. As part of the traineeship, you will complete a Diploma of Business with Patrick's College. Upon completion of the program, you will receive a Business Certification III.

You will meet regularly with your assigned supervisor, and you will also have the support of a buddy for the entirety of the program.

What We Offer

In return, McCabes will provide you with the opportunity to work with a talented team in a flexible, inclusive, and innovative environment. We also promote a culture focused on the firm's values – integrity, excellence, and courage – that provides opportunities to develop and progress your career.

We are small enough to give you the personal attention and career development to help you reach your full potential, yet large enough to provide the challenge of diverse, high-quality work and clients.

Other benefits include:

- Career progression opportunities
- Health and wellbeing initiatives
- Diploma of Business Certification III course fees may be paid by the firm



Eligibility

To access NSW government-subsidised training with Patrick's College Australia's Services, including fee exemptions or concessions, you must be:

- An Australian citizen or meet the criteria of being an Australian permanent resident, a humanitarian visa holder, or a New Zealand citizen;
- Aged 15 years or older;
- No longer be at school;
- Living or working in NSW;
- Or registered as a NSW apprentice or new entrant trainee.

How to Apply

If you wish to become part of a busy and successful practice with a distinguished reputation, please send your cover letter and CV to human.resources@mccabes.com.au or apply through our website at [McCabes - Careers](#).

Please note that we are not accepting applications submitted by recruitment agencies for this position.