



Trainee Legal Secretary program 2010

Considering a career as a legal secretary?

Smart move. Legal services is a growing industry around the world. Legal secretaries work on varied assignments using the latest technology, in a vibrant and professional environment.

It's also a smart move to join the Minter Ellison Legal Group for your legal secretarial training. We are one of the largest law firms in the Asia Pacific. Our legal team of more than 1,200 is backed by a strong multi-disciplinary team of support staff, working in 15 locations worldwide.

Our size means we give our people the opportunity to gain valuable legal experience. Our six month Trainee Legal Secretary (TLS) program is the ideal next step in your legal career.

'The TLS Program has been very beneficial in kick starting my career within the legal industry. Since graduating from the traineeship, I have joined the Secretarial Relief Team which enables me to rotate throughout the firm, covering for secretaries that are absent. This is great for providing exposure to all areas of the firm and continuing to acquire greater skills. The trainees have the support of everyone at Minter Ellison and the program provides great training.'

Angela Savage TLS 2009

Why choose a career at Minter Ellison?

Here are some of the great things about working at Minter Ellison:

- opportunities to work on great deals for blue-chip corporate and public sector clients
- ongoing career and development opportunities
- award-winning employee benefits package
- friendly and supportive culture
- cutting-edge technology and knowledge management systems
- professional, modern work environment in a prime CBD location

What can you expect from our TLS program?

Continual ongoing training and support throughout the program including:

- a one week induction to prepare you for working at Minter Ellison
- one-on-one coaching with a mentor
- ongoing technology training on all Minter Ellison software
- client service and communications skills

As a trainee you can expect to assist secretaries and lawyers to prepare documents for clients and court, provide diary management, proofread documents, complete data entry tasks, prepare invoices, manage files, liaise with clients and provide general typing and administrative assistance. You will also learn the value of working as part of a team.

'The Minter Ellison Trainee Legal Secretary program is an excellent starting point for anyone interested in a legal administrative career. Going through three rotations within a large firm has given me exposure to various different departments within the firm and is a great chance to get a realistic idea of what would suit you best. The ongoing training and practical experience have been both beneficial and worthwhile to my personal development. Hands down the friendliest workplace I have had the chance to learn and develop in – a valuable opportunity not to be missed.' **Troy Irwin TLS 2008.**

It's not all work

There are plenty of opportunities to participate in recreational activities, including sports teams, discounted in-house massages and free gym membership.

In addition, each Minter Ellison office has an energetic social committee, which organises Friday night events, family picnics and mid-year and end-of-year events.

These advantages – along with special discounted financial services, health insurance, movie tickets and much more – make up our award-winning employee benefits package.

'The TLS program has been a great start into both full time work and the legal industry. I liked having the rotations into different divisions of the firm as it gave me exposure to different types of law and a better understanding of how it works. I also got a great sense of support from my mentor and buddy as well as other Minters staff and fellow trainees. After graduating from the TLS program I initially joined the Relief

Who are we looking for?

We like our trainees to have:

- a proactive 'self starter' approach to learning and skills development
- excellent written and verbal communication skills
- accuracy and attention to detail
- professional presentation
- a minimum typing speed of 40+ words per minute with 98% accuracy
- knowledge of the Microsoft Office suite
- excellent telephone skills
- knowledge of legal terminology
- successful completion of final year secondary school
- ideally, further education in areas such as legal practice, business studies, secretarial studies or administration

team and now support a team of lawyers in the Private Equity & Capital Markets group. I never thought full time work would be so much fun or that I would meet so many new friends.'

Jessica Smith TLS 2007

'After completing the Trainee Legal Secretary program I worked on the relief team where I was exposed to various

How to apply

The Trainee Legal Secretarial Program begins in early February each year.

Your application should include:

- a one-page covering letter stating the position you are applying for and summarising why you are suitable for the role; and
- a resume with copies of certificates detailing both your school and tertiary results (including completion dates, if applicable) and the names, titles and telephone numbers of two referees.

Your application should be submitted through the Minter Ellison careers website. Simply log into **www.minterellison.com/careers** and follow the prompts to upload your application to Trainee Legal Secretary Program – 2010.

practice groups within firm, I acquired many new skills, importantly the ability to adapt to working with new people and new systems. I have now settled in a role in the Dispute Resolution group, working closely with a Partner, Senior Associate and Lawyer. My role is demanding and enjoyable, and the learning just doesn't stop. Great clients and quality of work!'

Darren Conlon TLS 2006

Want to find out more?

For general enquiries or assistance with submitting applications, please contact:

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Trainee Legal Secretary Program 2010 application timetable

Applications open:	Monday 26 October 2009
Applications close:	Friday 20 November 2009
Interviews:	30 November to 4 December 2009
Offers are made:	December 2009
Program commencement:	February 2010

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