



Job Title: Junior Legal Receptionist

Location: Newcastle, NSW

Company: Resolve Legal Professionals

Employment Type: Full-Time (entry level)

About Us

At **Resolve Legal Professionals**, we are a dynamic law firm committed to serving the people of **Newcastle and The Hunter Region**. We understand that legal matters often arise during life's most difficult moments—and no one should have to face those challenges alone.

Whether our clients are navigating a family transition, responding to a criminal charge, or seeking protection for their future, we offer more than just legal advice—we provide calm reassurance, clear communication, and skilled representation.

Our team values integrity, empathy, and high-quality service. As a Junior Legal Receptionist, you will play a key role in helping us create a welcoming and supportive environment for every person who walks through our doors.

The Role

We are seeking a **Junior Legal Receptionist** to join our close-knit team. This entry-level position is perfect for someone looking to launch a career in the legal field. You will be the first point of contact for our clients—many of whom are going through stressful and emotional times—so empathy, professionalism, and a calm demeanour are essential.

You'll feel confident speaking with clients from all walks of life and will liaise regularly with solicitors, court staff, and external agencies. Your ability to communicate clearly, adapt to different situations, and build rapport will be key to your success in this role.

In addition to providing front desk support, you'll assist with a range of administrative tasks and gain exposure to multiple areas of law in a supportive and collaborative environment.

Key Responsibilities Include

- Managing solicitors' calendars and scheduling client appointments
- Creating and maintaining client files (both paper and digital)
- Typing correspondence and file notes accurately and efficiently
- Performing general administrative tasks including filing, photocopying, and scanning

- Providing day-to-day support to the legal and administrative team
- Assisting with basic IT tasks and troubleshooting where required
- Monitoring and ordering office stationery and supplies

About You

You're someone who brings a positive attitude and a strong sense of professionalism to every task. You understand the importance of creating a calm, welcoming experience for clients—especially during challenging times.

To succeed in this role, you will have:

- A confident and clear communication style
- A professional and courteous phone manner
- Strong attention to detail
- The ability to manage multiple tasks and prioritise effectively
- A willingness to learn and grow within the role
- The ability to work independently and take initiative

What We Offer

- A supportive, respectful, and inclusive workplace culture
- On-the-job training and mentoring from experienced legal professionals
- The opportunity to make a real difference in the lives of clients
- Exposure to a variety of legal practice areas including **criminal law, family law, care & protection, and traffic law**
- Career development pathways within the firm

Join Us

At Resolve Legal Professionals, you're not just starting a job—you're beginning a meaningful career. If you're looking to grow within a compassionate, purpose-driven legal team, we'd love to hear from you.

To apply, please send your resume and a short cover letter to office@resolvelegalprofessionals.com.au telling us why you're the right fit for this role.