

Job description

Job title: Paralegal/Content Author
Role type: Casual
Hours: 2 or 3 days per week
Company: GRC Solutions
Location: Sydney CBD

GRC Solutions is a vibrant organisation that is expanding rapidly. We create high-quality e-learning courses about essential workplace topics such as diversity and equality, competition law, and bribery and corruption.

We are looking for a Paralegal to join our busy team. You will be keeping abreast of legal developments in a number of jurisdictions in the Asia Pacific region and will be co-authoring e-learning courses on a variety of topics.

This role will suit candidates who have solid research skills backed up with a dose of writing/editing experience. This role will suit somebody currently studying law (having finished at least their second year).

We anticipate this casual role two to three days per week depending on study commitments. Ideally, you could commit to the role for a period of 12 months or more.

This role would suit someone who brings the following qualities:

- Ability to support regulatory monitoring and maintain change logs
- Ability to transcribe legislation into plain English
- Eye for detail and quality focus
- Process mindset and strong matter management
- Enjoy working in a creative and fast-paced environment
- Desire to be part of a super talented team
- Proactive, self-starting approach to allocated work
- Excellent communication skills, written and verbal
- Good working knowledge of Microsoft products
- Tech savvy with an interest in new technology

We offer you the opportunity to learn from a highly experienced team, work with our inhouse counsel and high-profile clients. Our mentoring program will support your professional development, helping you build practical skills, confidence and real-world experience.

Interested?

Please email your cover letter plus CV through to Tracey Edwards at:
careers@grc-solutions.com

Only people with the right to work in Australia may apply for this position.