

About Us

Kelly Lawyers is a respected boutique law firm based in Ascot, Queensland, known for delivering practical, client-focused legal advice with professionalism and care in our core practice areas of Family Law, Estate Planning, Property and Commercial Law.

Our firm has a strong and growing Succession Law practice. Whether it is Estate Planning, assisting clients to protect their legacy and prepare for the future or Estate Administration - assisting clients to navigate the complexities associated with losing a loved one - our team aims to provide compassionate and clear legal advice to assist clients to reach their desired outcome.

We are seeking a capable and compassionate Solicitor or Law Graduate Pre-Admission with a passion for Estate Planning and Estate Administration to join our team and play a key role in supporting clients and delivering high-quality legal outcomes.

Key Responsibilities

- Carriage of a manageable case load of Estate Planning and Estate Administration files with support from our dedicated support staff and Principals.
- The opportunity to assist our Principal on Estate Litigation files with the view to growing this area of your practice if aligned with your passion and areas of interest.
- Conduct initial consultations with prospective clients, including scoping matters and preparing fee estimates (Cost Agreements prepared and sent by Practice Manager).
- Respond to client enquiries promptly, professionally, and courteously.
- Liaise with solicitors and counsel in a professional and courteous manner.
- Manage and respond to all incoming emails and mail daily, maintaining the firm's high standards.
- Review and settle draft documents, including Wills (including Testamentary Trusts), EPOAs, Letters of Advice, Application for Probate and Letters of Administration, correspondence with entities regarding finalising an estate, Affidavits etc.
- Provide constructive feedback to junior solicitors and support staff to assist with their learning, training, and development.
- Manage all critical dates for the Succession Law department.
- Maintain and develop referrer relationships.

- Engage in marketing activities to build new reciprocal referral relationships with other firms.
 - Maintain precedents and contribute to their ongoing development/enhancement.
 - Attend team meetings and firm events throughout the year.
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About You

- Admitted as a Solicitor in Queensland or Law Graduate Pre-Admission with experience or interest in Succession Law.
 - Strong organisational and time management skills.
 - Excellent written and verbal communication abilities.
 - Ability to work both independently and collaboratively within a team.
 - Commitment to delivering high-quality client service.
 - Proactive approach to professional development and mentoring junior staff.
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Benefits

- Supportive and collaborative team environment with a positive team culture.
- Regular social events throughout the year, including an Annual Soiree each July where we celebrate our team and valued referral partners.
- Opportunities for professional growth and development that is competency based rather than dictated by PAE.
- Modern office located on Racecourse Road in Ascot, QLD.
- Competitive remuneration package commensurate with performance.