

14 July 2026

Job Description – Graduate Lawyer

Location	Hybrid working Office: Suite 104, 120 Bourke Street, Woolloomooloo NSW 2011 Minimum three office days per week.
Job type	Full time (based on a 38-hour working week)
Job level	Graduation awaiting admission or up to 1 years PQE.
Salary	Based on award standard.
Reports to	Emmanuel Sokias and Kathleen Chiu

1. About Ledger Legal

Ledger Legal is a dynamic boutique law firm based in Woolloomooloo, Sydney. We specialise in property law, construction law, and commercial matters, providing practical, personalised legal services to our clients. At Ledger Legal, we believe legal advice should be clear, transparent, and easy to understand, and we are committed to delivering solutions that are tailored to each client's needs.

As a boutique firm, we offer graduates the opportunity to gain direct exposure to real matters from early in their careers, working closely with our experienced partners, Emmanuel Sokias and Kathleen Chiu. Our supportive and collaborative environment fosters professional growth, learning, and development, making Ledger Legal an ideal place to start and build your legal career.

2. Purpose and job overview

The role of a Graduate Lawyer is pivotal in ensuring the administration of matters ranging from property settlements, drafting and negotiating construction contracts, and the preparation of mortgage agreements.

We encourage graduates with no prior legal experience to apply. Initiative, a positive attitude, and a willingness to learn are all that we ask.

Graduate Lawyers provide professional support to other solicitors at the firm, and have an opportunity to eventually lead on matters and be the main point of contact with clients.

We want to ensure you feel valued with a sense of purpose through your work, clarity regarding your career and professional development and feel supported as you develop your legal and commercial acumen.

3. Work Environment

You will be joining a boutique law firm based in Woolloomooloo. You will be working in a relaxed, open-space environment. No suits necessary.

The role requires a strong eye for detail, legal research, and the ability to translate legalese into an easy to digest form.

We operate in a hybrid environment, so you will need to be prepared to work from both home and the office.

We will invest time in your career development and there is an expectation that you will demonstrate an ongoing passion for self-direction and proactivity in career planning.

4. The types of work (not exhaustive)

The following represents key areas a Graduate Lawyer provides support:

- (a) **Legal Research:** Research and update relevant legal precedent across planning, property and construction law.
- (b) **Conveyancing:** Administer the conveyancing process from commencement to completion, including PEXA settlements, EDR stamping and InfoTrack document ordering.
- (c) **Front-end contract review:** Provide concise and commercial advice on home building contracts, minor works and services contracts and Australian Standard Contracts.
- (d) **Pre-litigation disputes:** Draft without prejudice communications and assist in commercial negotiations.
- (e) **Document Formatting:** Learn how to properly use Microsoft word, including track changes, heading and sub-heading formatting to create easy-to-navigate contracts and 'clean' correspondence.
- (f) **Miscellaneous administration:** Filing, scanning, invoicing, as required.

5. Knowledge, skills and abilities

- (a) Demonstrable interest in the law, construction, and property matters.
- (b) Demonstrable interest in the broader legal industry.
- (c) Understanding key platforms such as PEXA or other ELNO platforms, the EDR stamping interface, InfoTrack, and LRS NSW.

- (d) Demonstrated exposure to business development.
- (e) Excellent written and verbal communication.

6. Education and qualifications

Please only apply if you have completed your legal studies, hold a law degree and are awaiting admission or have recently been admitted.

7. Benefits & Perks

- (a) Hybrid working flexibility
- (b) Laptop and phone provided
- (c) Flexible working hours to support work-life balance
- (d) Supportive and collaborative environment with mentorship from experienced lawyers
- (e) Opportunity for professional growth and exposure to a variety of legal matters
- (f) Modern office in Woolloomooloo with a relaxed, open-space environment.

8. How to Apply

We welcome applications from motivated graduates who are eager to begin their legal careers.

To be considered, please submit the following:

1. **Cover Letter** – explaining your interest in the role and why you would be a great fit.
2. **Resume/CV** – including your education, work experience, and any relevant extracurricular activities.
3. **Academic Transcript** – You may include a copy of your law degree results with your application, which will help support your application, or it can be provided if you are shortlisted.

Applications without a cover letter will not be considered.

Please send your application to:

Email: property@ledgerlegal.com.au

Subject Line: Graduate Lawyer Application – [Your Name]