



EMPLOYMENT OPPORTUNITY – FULL TIME INDUSTRIAL PARALEGAL/LEGAL ASSISTANT

The Mining and Energy Union Queensland District Branch (“MEUQ”) is a union with over 9,000 members employed in Coal, Energy and Ports industries.

About the role:

The MEUQ is seeking applications for an experienced Paralegal/Legal Assistant based in our Brisbane office to perform the below:

- Provide administration support to the 2 inhouse Senior Legal Officers;
- Maintaining of the industrial database and filing structure/opening and archiving of files (electronically).
- Create templates for efficient use by the industrial department/ officials and staff.
- Maintaining a bring up system and attending to tasks when they arise.
- Organising authors – maintaining diaries.
- Ability to liaise with members, Barristers, Courts and other law firms etc.
- Proof reading and editing for officials and employees as requested.
- Attend meetings.
- Research – if applicant at level to perform such a task.
- Drafting correspondence, basic statements, court documents for the inhouse Senior Legal Officers, drafting initial show cause responses on behalf of members.

About you:

- Minimum of 3 years’ paralegal/legal assistant experience working for a law firm or another Union.
- Ability to assist with relief reception in busy/leave periods.
- Be competent in Microsoft Outlook, Word and Excel.
- Great eye to detail and have a high level of accuracy in your work.
- Be a team player who can work autonomously when needed.
- Possess initiative to get tasks done and the ability to see and perform tasks not specifically asked to do with a strength for time management.

In addition, the successful applicant will have a strong commitment to the union movement.

Benefits:

- Monday to Friday 8.30am – 3.30pm
- To start ASAP Full-Time Position for suitable candidate
- Location – 61 Bowen Street, Spring Hill
- Car park provided
- Hourly rate \$45.28

Applications in writing should be addressed to:

Charmaine Vailepa

District Manager

cvailepa@meuqld.org.au

Closing date for applications is Friday 21 August 2026