



# negocio resolutions

COMMUNICATE INNOVATE COLLABORATE FACILITATE NEGOTIATE MEDIATE EDUCATE

## **Executive Assistant at an ADR Firm (4-5 days)**

An excellent opportunity to join a small mediation firm located in the CBD as an executive assistant to the managing director has arisen.

Steve Lancken is the principal of Negocio Resolutions, which offers a range of bespoke ADR products including mediation, workplace conferencing, investigations, facilitation, consulting, arbitration, restorative engagement and training.

Key responsibilities of the role include:

- Providing day-to-day support to the principal
- Reviewing and drafting document including decisions
- Note taking at public meetings and community engagement meetings
- Administration of the ADR practice
- Meeting and greeting clients
- Event co-ordination
- Legal research and writing
- Business development.

Applicants must:

- Have a law degree, be studying towards a law degree, or have relevant legal experience
- Be able to work 4-5 days a week between Monday and Friday
- Possess strong organisational and research skills
- Be able to work efficiently, innovatively and under pressure
- Be self-motivated, highly professional, and able to work minimal supervision
- Have strong admin skills and ability to use Microsoft Office products
- Have a strong interest in Alternative Dispute Resolution
- Be able to take live minutes of public meetings

See our website ([www.negocio.com.au](http://www.negocio.com.au)) to understand the business.

In return for your hard work and commitment, you will work with a supportive principal who is a renowned Australian mediator and a recipient of Resolution Institute's practitioner awards this year for his contribution to the professional development of others in dispute resolution.

The role offers a rare opportunity to be exposed to and participate in dispute resolution processes. You will also enjoy great work/life balance and more.

Salary commensurate with experience.

Please send short CV (no longer than 3 pages) to [mediator@negocio.com.au](mailto:mediator@negocio.com.au).

**Closing 5<sup>th</sup> November 2015**

## **Negocio Resolutions**

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