



Kim Phillips

Sydney Office Manager

Contact details

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Qualifications

Certificate in Legal Services (1989)

Certificate in Legal Administration (1990)

Certificate in Office & HR Management (1997)

Kim has been with TLlawyers since 2005.

Main areas of management

Kim has brought to her role at TLlawyers a thorough knowledge and understanding of legal procedures and experience in client and firm management. Kim's key focus is providing exceptional client service and operational support for the Sydney office.

With a strong background in developing procedures and also in training and supervising staff, Kim provides assistance to the Firm's Partners and the Practice Manager in adapting TLlawyers' procedures and standards into effective multi-office operations.

Kim also assists in the management and organisation of court lists and the allocation of resources. She directly supports the professional staff as a paralegal assisting with the defence of personal injury matters.

Background

When Kim joined TLlawyers in 2005, she brought with her over 15 years experience managing specialist insurance law firms.

For more than 11 years, Kim worked for Sydney insurance defence firms including Turks and Stewart Cuddy & Mockler in the roles as paralegal and office manager. Kim predominantly assisted in the management and defence of compulsory third party and workers' compensation matters.

Experience

Kim has over 20 years legal experience and has a solid background in managing legal offices and during that time has developed HR procedures and policies and managed and trained support staff.

Kim has completed courses in legal services and legal administration, as well as office and staff management.

Kim has worked with the following clients throughout her career:

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| <input type="checkbox"/> Allianz Australia Insurance Limited | <input type="checkbox"/> MMI General Insurance Limited |
| <input type="checkbox"/> CGU Insurance | <input type="checkbox"/> NZI Insurance |
| <input type="checkbox"/> CIC Insurance Limited | <input type="checkbox"/> Royal & Sun Alliance |
| <input type="checkbox"/> FAI Public Liability Insurance | <input type="checkbox"/> QBE Insurance (Australia) Limited |
| <input type="checkbox"/> GIO Workers Compensation (NSW) | |