

JOIN OUR TEAM

Position Title	Graduate		
Team	Property	Reports to	Supervising Partner
Date	May 2019	Location	Auckland
Overview of Role	Work will involve assisting in the provision of high quality legal services to Anthony Harper's property clients. Work will include commercial conveyancing, developments, leasing and other property work.		

In **this role**, you will be:

- Receiving and completing instructions for clients, producing high quality, concise and comprehensive work
- Drafting documents and correspondence.
- Conducting due diligences.
- Research and opinion work.
- Advising and advocating for clients.
- Receiving and completing instructions from others within the firm.
- Accurately and effectively managing all files, ensuring work in progress is up to date and accessible and the file fully and accurately reflects the status of work.
- Recording all time accurately on a daily basis.

Role Profile - Qualifications, Knowledge and Experience	Essential	Desirable
LLB – strong in commercial subjects.	✓	
Highly developed written and oral communication skills	✓	
Strong academic record	✓	
Good fit with the team – enthusiastic, responsive, accommodating and strong team player	✓	
Professionally resilient – able to thrive and deliver quality results under pressure, adapt well to change and respond positively to feedback	✓	

Anthony Harper is growing fast. This growth comes from our vision to be a new type of law firm – one with people within it, who demonstrate a genuine willingness to take a pragmatic, whole of business approach to legal challenges and opportunities that businesses face, and to provide that “personal touch”.

Key to our vision are our values, which guide how we act internally and how we meet our obligations to our clients. Our values explain who we are - both as a large and growing organisation of diverse individuals, and as a market leading law firm fully immersed in our clients' businesses.

These key values are: Proud to be us; Think Best; Whatever it takes; We've got your back; Upfront, honest and accountable.

If you would like to apply for this position, send your CV, copy of your transcript and cover letter to Chel at HR@ah.co.nz