

# JOIN OUR TEAM

<b>Position Title</b>	Legal Executive/Legal Assistant		
<b>Team</b>	Retirement Villages	<b>Reports to</b>	Supervising Partner
<b>Date</b>	July 2019	<b>Location</b>	Auckland
<b>Overview of Role</b>	Managing settlements for retirement village clients, providing high quality advice, documentation and settlement services for resident entries and exits. General compliance support for retirement village partners as required.		

## Professional responsibilities will include:

- Receiving and completing instructions from retirement villages and producing high quality advice and documentation for entries and exits
- Setting up files, creating database records and entering information
- Ensuring accuracy of database information and updating documents
- Drafting, preparation and filing of documents, letters and statements
- Communicating with solicitors acting for residents, village owners and managers, and statutory supervisors, producing and providing information and reports as required
- Arranging all matters relating to settlements, including execution of documents, monitoring of settlement monies, negotiating arrangements for non-standard settlements and attending to follow-up work

Carry out general administration responsibilities as required, including:

- 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
- Archiving deeds and files
- Assisting with billing
- Recording all time accurately and on a daily basis.

Actively participate as required in team and firm business development activities, including client seminars and client/sector functions, and begin to build strong and positive client relationships.

## We are ideally looking for the following attributes:

1. **Legal Executive/qualification** or legal assistant experience
2. Experience working with **settlements**
3. **Flexible** and **responsive** work style
4. An efficient **multi-tasker**, with a high degree of **accuracy, organisation** and strong **attention to detail**

## To be successful in this role, you will need to be:

- Able to thrive and deliver quality results under pressure, adapt well to change and respond positively to feedback
- Willing to learn
- A collaborative team player
- Client and service focused

**If you would like to apply for this position, send your CV and cover letter to Pamela at [hr@ah.co.nz](mailto:hr@ah.co.nz)**

## OUR VALUES

Upfront,  
honest and  
accountable

Think best

Whatever it  
takes

Proud to  
be us

We've got  
your back