

JOIN OUR TEAM

Position Title	Legal Secretary		
Team	Property	Reports to	Supervising Partner
Date	August 2019	Location	Christchurch
Overview of Role	Providing a high standard of secretarial and administrative support for the team and across the firm.		

Responsibilities

Provide a high standard of **secretarial and administrative support**, producing work to a high standard of quality and accuracy, including:

- Audio and copy typing
- Preparing a wide range of correspondence, reports and documents
- Filing, faxing, photocopying, scanning, deeds management, diary management, client matter maintenance, and preparation of invoices and statements
- Expense transactions, travel bookings and all other general administration requirements of the team
- Searching and preparing legal documents
- Managing and maintaining all current and archived files appropriately

We are ideally looking for the following attributes:

1. A **competent** user of **Microsoft Office** with **strong WP** and **formatting skills**
2. **Efficient multi-tasker** with a high degree of **accuracy** and **attention to detail**
3. Loads of **enthusiasm, common sense** and **initiative**
4. **Flexible** and **responsive** work style

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
- An **enthusiastic team player**

If you would like to apply for this position, send your CV and cover letter to Fleur at hr@ah.co.nz

OUR VALUES

