

# JOIN OUR TEAM

<b>Position Title</b>	Legal Executive		
<b>Team</b>	Trusts and Asset Planning	<b>Reports to</b>	Supervising Partner
<b>Date</b>	February 2020	<b>Location</b>	Auckland
<b>Overview of Role</b>	The purpose of this position is to assist in the provision of high quality advice and documentation for Anthony Harper's Trusts and Asset Planning practice. Work will primarily be related to trusts, asset planning and trust administration and will include drafting of documents to implement trust structures, wills and enduring powers of attorney as well covering other aspects of asset and succession planning. There will also be a conveyancing aspect to the role as it relates to trusts.		

## Professional responsibilities will include:

- Drafting documents, including trust documents, deeds, resolutions, relationship property agreements, wills and enduring powers of attorney
- Preparing a wide range of correspondence, reports and documents
- Preparing and advising on enduring powers of attorney and wills
- Setting up and maintaining edealings and preparing relevant documentation
- Setting up and maintaining trust administration services
- Maintaining statutory registers
- Public register searches
- Setting up files, creating database records and entering information
- 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
- Dealing directly with clients in the implementation and delivery of services.
- Actively participate 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. Minimum of **five years' current experience** in trust establishment and administration in a registered legal executive role
2. **Registered Legal Executive** qualification
3. Conversant with **trusts** (and some aspects of estate administration) with experience in drafting trust deeds and related transactional documents, trust documents, wills and enduring powers of attorney.
4. **Conveyancing** experience would be beneficial.

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

- **Compassionate and caring**, with demonstrated ability to build strong and enduring client relationships
- An efficient **multi-tasker**, with a high degree of **accuracy, organisation** and strong **attention to detail**
- Passionate about and comfortable with **dealing with clients directly**.
- Willing to **learn**
- A **collaborative** team player

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

# OUR VALUES

