



LEGAL ADMINISTRATOR

A little about us:

Anthony Harper is a top, internationally ranked, award winning law firm. With offices in Auckland and Christchurch we work with some of the largest national and international clients helping them advance their business goals.

About the opportunity:

We are looking for an enthusiastic and proactive full-time Legal Administrator to join our team in our central Christchurch office! This role doesn't necessarily require a legal background (although this would be beneficial), but it would suit someone with strong document management, administration and organisation skills, who is proactive and shows initiative. The role is varied and will require someone who can manage competing priorities and has excellent time management skills.

As a Legal Administrator you will provide administration support to our Authors in the Property team, enabling us as a firm to deliver a high quality experience to our clients. As part of providing this support, you may at times act in a personal assistant capacity to partners, assist with documentation preparation and collation, file management, word processing and providing cover for reception as and when required.

How to stand out:

The ideal candidate will have:

- Excellent verbal and written communication skills including strong comprehension and grammar.
- Proficiency with technology and software.
- The ability to work collaboratively as part of a team.
- A proactive attitude and takes initiative in tasks beyond those required.
- Excellent organisation, multi-tasking and time management skills.
- Adaptable to changing situations and open to new ways of working.
- A strong customer focus and a high level of attention to detail.
- Proven proficiency in Microsoft Office with strong Word and Outlook skills.

You'll be an integral part of a small team, in a supportive and collaborative environment.

If you think you have what it takes to be part of our team please send through your CV today by clicking the 'apply now' button below.