

INNES DEAN TARARUA LAW

LAWYERS

We have a Fantastic Opportunity for You to join an established and successful law firm in Palmerston North.

We are seeking an experienced PA/Legal Secretary/Legal Executive to assist with our busy litigation team within our firm. Your primary role will be to support the Senior Associate's litigation practice which includes commercial and estate litigation, as well as providing administration support for other members of our Litigation team.

You will be a positive and friendly person who is well organised and self-motivated. Your existing legal and office skills will be valued and your ongoing development will be encouraged. Working closely with our Senior Associate, you will be part of a friendly, productive, dedicated and hard-working team with a large and varied client base.

This is a busy, full time permanent, position which will require the successful applicant to undertake legal support work to a high standard, deal directly with clients and organise & prioritise work for our Senior Associate. To succeed in this role you must have high personal standards, strong organisational skills and a good work ethic as this is a trusted position.

This position will involve:

- Upholding and displaying the values of the firm;
- Adhering to our document management system;
- Assisting with preparation of necessary documents and correspondence for our Senior Associate;
- Administrative support, dictation transcription, copy-typing and document preparation;
- Typing and processing of documentation;
- Monthly billing;
- Liaising with colleagues, clients, lawyers, Courts and other stakeholders;
- Diary and file management;
- Client management;
- Drafting of correspondence, Court documentation and other legal documentation as required;
- Maintaining good relationships within our team; and
- General administration requirements.

For this position you will need:

- Proven experience as a PA/ Legal Secretary/Legal Executive (experience with the preparation of court documents would be advantageous);
- Strong MS Word and Outlook skills with a high level of accuracy;
- Initiative, sound judgment and the ability to turn work around quickly and accurately;
- Accurate attention to detail, including excellent comprehension and grammar;

- A mature, confident, proactive attitude;
- Flexibility and willingness to work as part of a team;
- Excellent communication and organisation skills and a personable manner;
- An ability to work under pressure, assess and prioritize work, and excellent time management skills; and
- Enthusiasm and positivity.

How to apply:

If you believe you are good fit for this position, we would love to hear from you. Please submit your CV via the email to sharyn@innesdean.co.nz. All applications will be treated in the strictest confidence.

Our General Manager, Sharyn Royds, will be in contact with you should we be interested in progressing your application.