

# INNES DEAN TARARUA LAW

LAWYERS

**We have a Fantastic Opportunity for You** to join an established and successful Manawatu law firm.

We are seeking an experienced Legal Executive/Administrator for a full time role within our firm, based in our Pahiatua office. You will be a positive and friendly person that is well organised and self-motivated. Your existing legal and office skills will be valued and your ongoing development will be encouraged. While working closely with a Director, 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 that will require the successful applicant to undertake legal executive work to a high standard and deal directly with our valued clients. 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.

**The role will include Estate and Trust administration, as well as Property, Conveyancing and Commercial/Business work so if you are looking for an interesting, diverse and stimulating position we would love to hear from you.**

## **This position will involve:**

- Upholding and displaying the values of the firm at all times;
- Adhering to our current document management system;
- Assisting with preparation of necessary documents and correspondence for the assigned Director/s;
- Assisting in all areas of Property Law;
- Assisting with Family Trust creation and administration;
- Assisting with collecting client information;
- Drafting Wills and Enduring Powers of Attorney;
- Assisting with drafting leases and other legal documentation as required;
- Completing Landonline transactions including obtaining searches and creating e-dealing transactions;
- Managing communications and correspondence ensuring all actions are forwarded to the appropriate individual;
- Meeting, developing and managing good relationships with clients; and
- Maintaining good relationships within our team.

## **For this position you will need:**

- Proven experience as a Legal Executive/Legal Administrator;
- Very capable of working on Estates and Trusts autonomously;
- Landonline and ADLS experience preferred;
- Possess a can-do attitude with a willingness to grow the role;

- Attention to detail will be ingrained;
- Outstanding client service and the ability to constantly deliver;
- Professionalism and integrity;
- Strong written and verbal communication skills;
- Excellent self-management with the ability to solve problems and achieve deadlines;
- Skills to lead and manage others;
- The ability to be a constructive and approachable team member;
- The ability to build strong and enduring client relationships;
- To be able to deal with multiple files efficiently, with excellent attention to detail;
- Have excellent time management and prioritisation skills and the ability to delegate;
- To have a working knowledge of trust law, estate law, retirement villages law and conveyancing and property law or a willingness to develop knowledge in those areas of law;
- To be a motivated self-starter with a positive attitude; and
- The ability to be flexible.

**How to apply:**

If you fulfill the above requirements, we would love to hear from you. Please submit your CV via the email to [sharyn@innesdean.co.nz](mailto: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.

**Applications close 23<sup>rd</sup> October 2020**