

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. 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 23rd October 2020