

WOODWARD CHRISP

Legal Secretary – Experienced Administrator

Woodward Chrisp is a well established firm of 40+ working in spacious offices, with modern technology and excellent support staff. While we value hard work, we also make sure all staff have time to enjoy a good work life balance. The position and environment are ideally suited to a person who appreciates all that living in a small city with its relaxed lifestyle has to offer, with its sun, surf and great outdoors in near proximity.

We would like to recruit an experienced administrator or legal secretary to support one of our senior solicitors in our busy practice. The successful applicant will provide key secretarial support and assist with a range of general administrative tasks such as monthly billing, diary management, file management, client management, preparing letters, agreements and documents and assisting clients. Experience in all aspects of conveyancing would be beneficial but training will be provided where required.

What we expect from the ideal candidate

- A friendly enthusiastic attitude
- Embraces life-long learning
- Excellent computer and typing skills with a high level of accuracy
- Ability to get on with a wide range of people
- Ability to work independently
- A sense of humour
- Experience using Microsoft Office

What we offer

- A team of friendly people
- Opportunities for career development
- Ongoing training
- Great mentoring
- Competitive salary based on experience
- A variety of work

This is an ideal opportunity for someone looking to move to Gisborne to experience the lifestyle on offer.

Please forward your cover letter and cv to Cherie Mirko (cherie.m@wwclaw.co.nz)