**Secretarial Support - Gisborne**

Woodward Chrisp is a well established firm of 35+ 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 the relaxed Gisborne lifestyle with its sun, surf and social life in the heart of our wine country. The position and environment are ideally suited to a person who appreciates all that living in a small city has to offer.

We would like to recruit two new secretarial support staff to join our busy practice.

* Senior secretarial position – must have some experience in all aspects of conveyancing including Landonline, preparation of legal documents to act as personal assistant and secretary to one of our partners.
* Intermediate secretarial position – some experience is preferred to act as personal assistant and secretary to two of our senior staff members in our commercial / conveyancing team.

**What we expect from the ideal candidate**

* A friendly enthusiastic attitude
* Ability to get on with a wide range of people
* Ability to work independently
* A sense of humour
* Preference will be given to those with previous conveyancing experience
* Experience using Microsoft Office

**What we offer**

* A team of friendly people
* Emphasis on work life balance
* 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 letter and cv to Amanda Matthews (amanda.m@woodward-chrisp.co.nz) by 24 July 2020.

Please refer to our website <https://www.woodward-chrisp.co.nz/about-us/recruitment/> for further details.