

## **COMMERCIAL/ PROPERTY SECRETARY – CHRISTCHURCH OFFICE**

Corcoran French is known for its great workplace culture, and we're justifiably proud of this. You'll find that we're supportive, progressive, flexible and an all-round great bunch of people in a great workplace. We look after each other and enjoy each other's company, while fostering growth, career development and progression, and a great work-life balance. Our partners are approachable, inclusive and are focused on ensuring each of the team is supported, achieves their goals and reaches their potential. In short, at Corcoran French, you really matter.

We have a rare opportunity for an experienced Commercial/Property Legal Secretary to join our Christchurch-based Commercial/Property team. This busy and vibrant team is made up of 15 authors and 6 secretaries, and works with business and private clients on a wide variety of residential and commercial property work, commercial work, wills, trusts, POA's and other elder law issues.

This is a fantastic and supportive team environment that you'll really thrive in. You'll provide full support to 3 wonderful authors, who will rely on you to keep the wheels moving. You'll use your recent experience in the commercial/property space to carry out high quality work, which will include client file management, drafting, formatting and editing bespoke commercial documents and financing documents, AML compliance requests, invoicing, dictation transcriptions and general administration tasks.

We really value our support team and the diverse range of skills that they bring which are critical to our business. Ideally you will:

- Have at least 4 years' experience in a commercial/property legal secretary role
- Be great with technology and have advanced document formatting skills
- Sound knowledge of Landonline, settlements and e-dealings
- Be comfortable working with deadlines and ready to support the team to meet these deadlines
- Be able to confidently pre-empt tasks for the team, stepping in to get tasks completed to enable the smooth running of the team
- Be self-motivated and adept at multitasking – prioritising what needs to be done while continuing to deliver highly accurate, quality work
- Be a people focused person, very organised (and comfortable organising others!) with a strong work ethic and great communication skills

This is a rare opportunity for an applicant with experience, enthusiasm and initiative to join a great firm that genuinely values its team.

Please contact Jo Yusaf, our HR Manager – [jo@cflaw.co.nz](mailto:jo@cflaw.co.nz). We'd love to have a confidential chat with you about this exciting and key position.