

He angitūtanga | The opportunity

Are you looking to make the move to a tight-knit, fun and supportive team, in beautiful North Canterbury? Do you have great experience in Estates administration, and are wanting a role where you can do great work, are valued and appreciated? Is work-life balance and a supportive culture important to you? Give us a call, we want to talk to you!

We have a rare opportunity for an experienced, Registered Legal Executive to join our busy, Kaiapoi-based Estates team.

Mō tātou | About us

Corcoran French is well-known for having a supportive and progressive workplace culture – we work hard on this, and we don't take it for granted. Our Kaiapoi team is a fun and friendly bunch of 15, working across a varied range of interesting and challenging work in Estates, Property and Commercial. With offices in Kaiapoi, Greymouth and Christchurch, you'll find that we're the Goldilocks of law firms – not too big that you're 'just a number', and not too small that the resources, structure and support aren't there.

Our partnership of 11 is approachable, inclusive and focused on ensuring each person is supported, cared for, achieves their goals and reaches their potential. In short, at Corcoran French, **you** really matter.

He kōrero mōu | About you

Our ideal new team member will be:

- An experienced registered Legal Executive with strong technical expertise and experience in estate administration, will drafting and enduring powers of attorney
- Able to manage files competently and confidently through to completion
- Skilled at (and enjoy!) developing and maintaining great client relationships
- Superbly organised, a great communicator, and a genuine team player

Equally important is your alignment with our values: 'Be part of a team', 'Get the best result', 'Think outside the square', 'Bring your "A" game', 'Grow', 'Dot the "i"s, cross the "t"s'.

Nōu te rourou | What's in it for you

- An experienced, knowledgeable, welcoming and awesome team!
- Regular initiatives, morning teas and events from our Social Club
- Free wellbeing counselling
- Day off for your birthday, long service leave, and a host of family and wellbeing initiatives
- Discounted legal work, and a staff banking package
- Commitment to fostering a diverse and inclusive workplace where people feel valued and supported

Working alongside supportive partners who are committed to growing and developing each member of the team, you'll enjoy the fabulous working environment at Corcoran French, and the friendly team. Find out more about life at Corcoran French: <https://cflaw.co.nz/careers/>

Tēnā tonoa mai | How to apply

If you want to join our incredible team, we'd love to hear from you ASAP. **Apply Now** via Seek with your CV & Cover letter. Applications considered as they arrive.

Queries? Ring Jo Yusaf, HR Manager (03 371 1030), or visit www.cflaw.co.nz