

## RECEPTIONIST – SOUGHT AFTER NORTH CANTERBURY LOCATION

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 a warm and welcoming Receptionist to join our team and be the front-of-house face of our fabulous Kaiapoi office.

As the first person our clients and visitors see or hear, the key focus of this role is to greet and welcome visitors and answer all incoming phone calls. The role includes a mix of responsibilities covering all front of house duties, as well as some administrative duties. Those duties include liaising with external suppliers, ordering office supplies, database management and providing typing and administrative support when needed.

This is a full time role - 40 hours per week (8:15am – 5.15pm.)

A commitment to excellence in client service is essential. We're looking for a bright and committed person with excellent communication skills, a welcoming, approachable and friendly phone manner, a cheerful disposition, a positive attitude, high personal expectations and unquestionable integrity, discretion and confidentiality. A competent level of ability with MS Office is a must, as is the ability to manage multiple tasks and a genuine enjoyment in assisting others and going the extra mile to make the experience of those you're working with, amazing. Understandably, you will take pride in your personal presentation as well as that of our reception area and meeting rooms.

Is this the opportunity that you've been looking for? As our Kaiapoi Receptionist, you'll be an integral part of our Kaiapoi team of 17, and will enjoy being part of the wider Corcoran French team. Corcoran French has offices in Kaiapoi, Christchurch and Greymouth - you'll enjoy the benefits of working for a larger firm, with all of the benefits of close relationships and support in a smaller office environment. If this sounds like the perfect fit for you, don't hesitate to get in touch with Jo Yusaf, our HR Manager – [jo@cflaw.co.nz](mailto:jo@cflaw.co.nz)