



Legal Secretary – Litigation

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.

Sometimes the opportunity comes along to be part of something really special, and we think this is one of those times. Our litigation team works across civil, commercial and property related litigation, employment, resource management, insurance litigation, local government work, trust and estate litigation and client debt recovery.

This is a fantastic and supportive team environment that you'll really thrive in. You'll provide full support to your wonderful authors, who will rely on you to keep the wheels moving! You'll use your recent experience in litigation to carry out high quality work, which will include client file management, drafting correspondence, arranging client meetings, invoicing, preparing bundles for court, dictation transcription 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 2 years' experience in a professional legal environment and will genuinely thrive in the fast pace of litigation
- 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
- Have excellent computer skills and experience working with MS Office products
- 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. We'd love to have a confidential chat with you about this exciting and key position.