

LITIGATION SECRETARY – CHRISTCHURCH OFFICE

Mō tātou | About us

Corcoran French is a highly regarded and long-standing law firm with offices in Christchurch, Kaiapoi and Greymouth. Our heart is in our clients, our team and our community.

We have a rare opportunity for an experienced Litigation Legal Secretary to join our Christchurch-based Litigation team. This busy and vibrant team is made up of 9 authors and 3 secretaries and works with business and private clients on a wide variety of court and litigation, insolvency, employment, resource management and disputes work.

Mō te tūranga | About the role

This is a fulltime role in 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 the litigation space 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.

He kōrero mōu | About you

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 litigation legal secretary role
- Be great with technology and have advanced document formatting skills
- Have sound knowledge of MS Office products
- 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
- 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 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

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.

Interested? Contact Emma McMurdo, emma@cflaw.co.nz 03 371 1025, or visit www.cflaw.co.nz