

MARKETING COORDINATOR/OFFICE ADMINISTRATOR

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.

Mō te tūranga | About the role

We have a rare opportunity for a marketing graduate to join our warm and welcoming team in our beautiful central Christchurch office. As our Marketing Coordinator/Office Administrator, you'll enjoy the variety and creativity involved in coordinating and delivering our marketing and communications activities (with the support and direction of our Marketing Committee), alongside carrying out a variety of administration tasks that support the smooth running of our office, including being our front-facing, second receptionist.

He kōrero mōu | About you

You'll hold a marketing qualification and will be ready to kickstart your marketing career in a supportive and fun environment. You'll need to be creative, highly accurate, detail-oriented, and very organised.

A commitment to excellence in client service is essential, as is a welcoming and approachable manner, with excellent communication skills. Great database and MS office skills are important.

Previous law firm experience isn't essential in this role, but a proactive 'get stuck in', helpful, and solutions-focused approach is!

Equally important is your alignment with the values that are at the heart of Corcoran French: '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 and events from our active 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 leaders 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.

Want to chat about the opportunity? Contact Jo Yusaf, jo@cflaw.co.nz or 03 371 1030, or visit www.cflaw.co.nz