



Legal Executive/Legal PA

PRLaw is a leading Southland law firm providing a wide range of legal services to Southland and beyond.

We are looking for a Legal Executive or PA who can provide high quality support to a great team of Directors and lawyers in our Winton office. This is a busy role and you will need to have previous property law experience.

The role will include:

- Handling conveyancing files from start to finish including AML compliance
- Providing administrative support to Directors and lawyers
- Liaising with clients and other professionals
- Taking responsibility for the efficient operation of the Winton office

Requirements:

- At least 2 years experience in a similar role
- Self-motivated, confident, reliable and willing to work as part of a small, close knit team
- Excellent time management and organisational skills
- A high level of accuracy and attention to detail
- Ability to communicate effectively with a diverse range of people
- Experience with Infinitylaw an advantage but not essential
- Proficient with Microsoft Office apps

To apply, please email your CV and covering letter to christine.mcleod@prlaw.co.nz

Applications close 27/11/24