

Job Description – Legal Administration Officer / Secretary

Company:	Dean & Coleman Law	Date prepared:	
Employee:			
Job Title:	Legal Administration Officer / Secretary		
Reports to:	General Manager and Company Directors		
Responsible for:	Not applicable		

Position summary:

To provide support to all staff to ensure the smooth running of the office including front office reception and phones.

Key Responsibilities

Tasks

Administration

- Assistance and support to fee earners and management
- Preparing letters agreements and documents
- Secretarial assistance – filing, photocopying, scanning, copy typing, dictation and binding.
- Back-up and support Reception/Office administrator duties
- Back-up and support Trust Account administrator duties.
- Restocking printers.
- Assist with management of the Deeds system.
- Assist General manager with building maintenance
- Understand the client service Dean & Coleman Law offers to effectively deal with client enquiries.
- Other duties as directed.

Other duties

- General support to all staff
- Trust account officer duties
- Preparing and drafting client files
- Other duties as directed.

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Qualifications, Experience and Competencies	
Qualifications and Experience	<ul style="list-style-type: none"> - No formal qualifications required - 4 years secondary education essential - Must be either a New Zealand citizen or hold a NZ residency visa with the entitlement to work full-time in New Zealand
Core Competencies	<ul style="list-style-type: none"> - Displays a reasonable knowledge and understanding of a professional office environment - Displays the following attributes: excellent work ethic / passionate / punctual / initiative / engaging / pro-active / conscientious / organised / self-motivated - Ability to understand and implement new systems, programmes and technologies - Confidence to develop client relationships and build rapport with the office team, our clients and business associates
What we expect from you	<ul style="list-style-type: none"> - Must be able to manage workload and establish priorities - Maintain high standard in presentation of all outputs - Communicate clearly and in a timely manner with the office team, our clients, and business associates.
What we want from you	<ul style="list-style-type: none"> - Fit well into our team culture - Work effectively under pressure - Meet deadlines - Help and support office team members - Display loyalty, trustworthiness, compassion and honesty - Participate in all relevant training and commit to developing and enhancing your skills to benefit our business

Hours of work:
37.5 hours per week being from 8.30am to 5.00pm Monday to Friday.

General:
Applicant

Read and agreed to by:	
Signed:	
Name:	Date: