



lawyers

**Legal Executive – Kaiapoi Office - Estates and Trusts**

We are looking for a legal executive to join our estates and trusts team in our Kaiapoi Office. We're seeking someone with a minimum of two years' experience working with estates and trusts.

The position will involve responsibility for the administration of estates and trusts, conveyancing and associated legal work. You'll be given responsibility, working closely alongside our other professional staff and partners.

Essential attributes for the successful applicant include:

- excellent client relationship skills,
- the ability to put people at ease,
- the ability to communicate in a simple and straightforward manner,
- attention to detail,
- a thorough approach,
- an awareness of the importance of following systems and processes,
- enthusiasm for your work,
- dependability,
- technical competence and a willingness to learn
- a commitment to excellence

Corcoran French is a reputable medium sized law firm well regarded for the quality of services delivered to our clients. We have efficient systems and focus on delivering client centred services. We value our clients and staff. We encourage and expect honesty, integrity and high standards. In return we provide great working conditions in a supportive environment.

Interested?

You can apply via our web site or email to [christine@corcoranfrench.co.nz](mailto:christine@corcoranfrench.co.nz). All applications will be acknowledged and treated confidentially.

[www.corcoranfrench.co.nz](http://www.corcoranfrench.co.nz)