



## **Legal Secretary – Family/Litigation**

We're looking for an experienced legal secretary to join our Christchurch team. This full time role will focus on family law with some other litigation work.

You'll have current New Zealand law firm experience, with recent experience covering family law. You'll be familiar with legal aid processes and family court requirements. A solid working knowledge of the ins and outs of supporting family lawyers and their clients in what can be challenging circumstances is essential.

You'll have above average keyboard skills, be confident with various software packages, be able to follow processes and systems yet still be able to think for yourself, be confident yet approachable in your dealings with clients and be a team player.

You can find out about us on our website [www.corcoranfrench.co.nz](http://www.corcoranfrench.co.nz).

If this opportunity interests you, apply with your C.V and covering letter to our Office Manager. All applications will be acknowledged and treated in confidence.

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