

# Dorrington.Poole

## L A W Y E R S

Dorrington Poole, established in 1914, is a small but very busy rural law firm based in Dannevirke. We specialise in Rural & Residential Conveyancing, Trusts, Wills & Estates.

Due to an ever-increasing client base and work load, we are currently on the lookout for the newest addition to our wonderful team! If you are a professional, talented and enthusiastic individual who is honest and hardworking, please read on....

This position will see you working alongside lawyers, helping to manage various legal files from start to finish. This will help to keep your position varied and interesting. You will be communicating directly with clients and other professionals daily. You will need to have the confidence and initiative to work independently and be able to manage and prioritise your own workload.

The successful applicant will have the following qualities:-

- \* Prior legal support or secretarial experience
- \* Accurate typing/dictation and computer skills
- \* Great administrative, organisational and time management skills
- \* Enthusiasm and willingness to learn
- \* The ability to perform tasks efficiently and accurately, sometimes under pressure
- \* Excellent communication skills, both verbal and written
- \* A timely, professional and friendly manner
- \* A team player with a can-do attitude

Dorrington Poole will offer you a supportive environment with a competitive salary and the option to be flexible with your work hours. We like to keep staff up to date with their legal knowledge through regular courses/webinars.

Please forward your application, including a cover letter, CV and a contact phone number to:

'The Office Manager' - Dorrington Poole, P O Box 69, Dannevirke 4942

Or email to:- [amber@dorrington.co.nz](mailto:amber@dorrington.co.nz)