

Practice Manager – Kerikeri law firm

If you're looking for a senior administrative role in the Bay of Islands that will challenge, stimulate and delight you in equal measure, try this for size.

Law North is a well-established, general practice law firm based in the thriving regional hub of Kerikeri. We're looking for someone with the experience and energy to keep our team on the onwards and upwards.

Our firm is growing with the region and changing with the times. We now have more than 20 lawyers and legal executives working for us, all providing high quality and accessible legal advice.

This growth means that we now need a capable, confident and energetic Practice Manager who can help manage all the regulatory and compliance aspects of our legal services business, and who can keep the day-to-day stuff happening while also looking for the things that we're not doing so well, nutting out solutions and arguing the case for change.

Is this you?

You'll need to show us that you can manage admin, be a bit of an HR guru, able to manage recruitment, performance management, resources, workflow, training and staff welfare. You'll also have good leadership and communication skills to complement your can-do outlook on life.

IT skills are also important; our lawyers are great legal minds, but, well... sometimes their tech skills aren't what they might be. The same goes for our advertising and promotion work. If you could have written this ad better then you'll be ticking that box.

We're looking for a bit of a diplomat too, helping build strong internal relationships based on professionalism and trust.

Don't panic if your experience doesn't cover all these areas. Most of them would be nice but we're a flexible bunch and we'd be happy to back-fill on specific capabilities if we need to. **That said, a background in the legal world is key.**

This is an exciting opportunity with one of the larger professional businesses in Northland. Positions like this don't come along on a daily basis in our part of the world. If you think you can add value to our firm at an exciting time in its growth then why are you still reading this? You should already have sent your CV, along with the world's best cover letter, to Richard@lawnorth.co.nz