

Legal Executive – Trusts and Estates Team

One of our senior legal executives is leaving so we're looking for our next trusts and estates superstar.

To succeed in this role you'll need:

- Excellent communication and interpersonal skills
- A positive attitude and a sense of humour
- Organisation and time management skills
- To give attention to detail
- Great computer skills.

We are fortunate to have some of New Zealand's leading trust lawyers so there will always be someone to guide and mentor you. Our staff are client focused, hardworking and well-regarded in the industry. The work you receive will be high quality, varied and interesting.

This position will cover a broad range of trust and estates work including:

- Drafting wills, enduring powers of attorney, trust documents
- Attending to trust and estate administration
- Attending to various eldercare matters
- Managing a charitable trust
- Advising clients on personal estate planning matters including wills and enduring powers of attorney.

Although we are looking for someone with experience in the trusts and estates fields, we are more than happy to mentor and coach the right person.

We are a leading mid-sized law firm located on the waterfront in Downtown Auckland. We're close to all forms of transport, have the latest technology and a lively social club. Our clients range from small family-owned businesses and private clients, through to some of the largest organisations in Australia and New Zealand. They operate in many different types of industries.

If you're keen on this great opportunity, don't hesitate. Apply today by sending your resume and a covering letter to [Franchelle Taylor](#).