

We're looking for an Office Assistant

**Naturally, we
want someone
who's great with people
and is well organised.**

Permanent position - Auckland

As a full service law firm, Duncan Cotterill occupy a unique position in the legal market, delivering quality legal advice and exceptional value to our clients who include leading private and public sector organisations and high net worth individuals.

We're looking for an enthusiastic mature individual to join our Support Staff team. If you have a passion for customer service and administrative support, then this could be the ideal role for you.

This dynamic role will require you to provide customer service to clients and colleagues, as well as providing administrative support to the front of house office team and legal teams.

Our clients are the heart of our business and the key priority for this role will be to provide our clients with a warm professional welcome, taking the time to get to know and remember them as well as offering them refreshments.

As well as engaging with our clients, you will be required to maintain the general utility areas of the office, provide support to legal staff, assist in reception cover and work closely to support other office roles.

This is a well-rounded, fast paced role. Going above and beyond, being organised and happy to use your initiative will be the key to success in this position.

If you are a mature professional candidate seeking a stable role with regular office hours in a professional environment then we would love to see your CV and Covering Letter.

**If this sounds like you, please apply by email to Liz Shaw,
HR Advisor at careers@duncancotterill.com**

Moving on tomorrow.
Today.