



### **Legal Administrative Assistant**

This full-time permanent role will oversee the storage, retrieval and archiving of documents in our databases along with all-round general administration support. Your responsibilities will include all aspects of deeds administration work including:

- Management of documents in both electronic and physical databases
- Overseeing the storage, retrieval, and archiving processes
- Managing the uplift and deposit of records such as deeds, wills, and death notations, including notation in electronic systems
- Maintaining internal databases
- Manage document destruction
- Lawlink precedent management and reporting
- Library management
- Photocopying
- Providing a range of general administration duties and reception cover as required

To be successful in obtaining this incredible opportunity you will have relevant experience in a similar role, exceptional organisational skills and have a positive can-do attitude, the ability to cope under pressure and handle a large workload as well as;

- Corporate presentation
- Knowledge of the Microsoft Office suite of software
- Outstanding communication and interpersonal skills
- Dedication and initiative

If you wish to join a professionally minded firm with great people, please contact:

Georgia Swney - HR Manager on 07 928 0789 or [georgias@st.co.nz](mailto:georgias@st.co.nz)