



Trusts Administrator – 12 month fixed term

Sharp Tudhope Lawyers is a well-established and commercially focussed law firm. Our practice extends widely beyond the Bay of Plenty and our professional standards, client focus, work ethic and staff training compare favourably with the best firms anywhere.

With the introduction of the new Trusts Act 2019, we're on the hunt for a full-time Trusts Administrator to help us meet our new compliance obligations.

What you'll be doing:

- Assisting our Trust Team and clients with trust reviews and compliance work
- Assisting our Trust Team and clients with administrative matters
- Contacting trust clients for whom we act as an independent/professional trustee to collect contact details for the trust's beneficiaries
- Contacting beneficiaries and arranging appropriate documentation
- Updating our databases
- AML compliance
- General administrative tasks

What you'll bring:

- Ideally, you're a qualified Legal Executive with trust experience. However, we're also happy to talk to candidates with at least 3 years administration experience preferably within a legal or accounting environment, with at least some exposure to trusts.
- Maturity and the ability to put people at ease.
- The ability to multi-task and manage multiple matters – with over 1,000 trust clients in our firm, we require someone with the skills to deal with multiple matters on any one day.
- Outstanding written and verbal communication skills – particularly we're looking for someone who is confident on the phone with clients and others.
- Someone who will work well in a team and is able to work independently.
- Proactive approach, always thinking ahead and demonstrating a high level of initiative.
- Attentive to detail.

If you would enjoy working as a key member of this dynamic team, please contact:

Georgia Swney - HR Manager on 0274 214 302 or georgias@st.co.nz