

KAIĀWHINA | LEGAL SECRETARY

THE FIRM

KĀHUI LEGAL is a specialist law firm working at the forefront of Māori development with unparalleled experience and expertise in legal issues that affect Māori and the interface between iwi and Māori organisations and the Crown, local government and other entities. We specialise in providing legal services in areas including Treaty of Waitangi claims and settlement negotiations, governance, litigation and dispute resolution, corporate and commercial law, public law, resource management, criminal law, Māori land law, regulatory compliance, indigenous intellectual property rights, mātauranga Māori protection and recognition, Māori intellectual property and trade mark strategy and protection

We take pride in providing high quality legal and strategic advice for our clients and building rewarding relationships with our clients and the community. We are a medium sized firm with a great team who are all driven and passionate about Māori development and creating opportunities for Māori. Here at Kahui Legal our founding principles for our office, our work and the people that we work for are *whanaungatanga* and *manaakitanga*.

THE POSITION

Position Title	Kaiāwhina Legal Secretary
Tenure	Permanent / Full-time
Location	Pipitea Thorndon, Wellington City
Reports to	Kaiwhakahaere Practice Manager
Functional Relationships	<ul style="list-style-type: none">• Partners• Solicitors• Law Clerks• Business Services Accountant• Consultants• Clients

THE ROLE

The Kaiāwhina provide legal and administrative service and support that enable our legal staff to provide high quality legal and strategic advice for our clients.

KEY RESPONSIBILITIES

- **Personal assistance** and diary management (for partners).
- **Travel & accommodation** arrangements.
- **Meeting organisation** – hosting, documentation and presentation preparation.

- **Document management** – word-processing, transcribing, formatting, proof-reading, printing/photocopying, collation, binding, bundling, bookmarking, labelling, file storage/retrieval/archiving.
- **Client/Matter maintenance** – opening, closing, maintaining, archiving, assisting with case timelines.
- **Financial administration support** – time management support, bill drafting/editing/processing, legal aid applications, expense claims and payment requests.
- **Administrative support** – register searches, client company administration and court filing. Event and project administration.
- **General shared support** of office resources.

PERSON SPECIFICATIONS

To be considered for this role you will ideally have 2-3 years of experience in reception, secretarial or administrative support or similar role in a legal environment, and:

Strong interpersonal skills

- Excellent relationship building and maintenance skills;
- Well-developed and flexible verbal (oral) and written communication skills;
- Good understanding and/or commitment to tikanga and te reo Māori.

Sound self-managing skills

- Ability to self-manage and organise workloads in an often demanding environment;
- Is flexible, a self-starter, quick learner, team player and the ability to manage multiple deadlines;
- Holds a sound work ethic and is motivated to learn new skills;
- Is punctual, follows instructions and has a desire to produce high quality outcomes.

Well-developed technical skills

- Strong administrative and financial administration skills suited to a legal environment (systems and processes);
- Operates to at least an intermediate level within a Microsoft Windows environment (Word, Excel, PowerPoint and Outlook);
- Able to work, or has experience in, working within a Client Relationship Management (CRM) system, tools or environment;
- Understanding of financial processes including billing, accounts payable, and accounts receivable.

Preference will be given to candidates that can demonstrate skill and/or experience across a broad range of these requirements.