



MACKINTOSH BRADLEY & PRICE  
INCORPORATING THE PRACTICE OF J L WOODWARD

## LEGAL RECEPTIONIST/ADMINISTRATOR

- **Friendly, supportive work environment**
- **You will be appreciated and valued**
- **Riccarton location**

Well established within the Commercial, Property, Trust and family law sectors, Mackintosh Bradley & Price are looking to appoint a Receptionist/Administrator with a Legal background.

Your key mandate will be to manage reception and ensure all clients are looked after professionally. Confident and polished telephone manners as well as exceptional communication skills are a prerequisite.

You will have the ability to multi-task and undertake a variety of administration duties. To be successful in this role you will require excellent attention to detail together with a high level of numerical and typing skills.

The successful applicant will enjoy working in a secure, affable team environment where your contribution is important and valued.

Please email your curriculum vitae and a cover letter outlining your suitability for the position to [pam@wallacerecruitment.co.nz](mailto:pam@wallacerecruitment.co.nz) or phone 09 4766112.