



## LEGAL SECRETARY

- Looking for a career opportunity?
- Are you an experienced Legal Secretary?
- Be appreciated and valued – Riccarton location

Mackintosh Bradley & Price is a medium sized Legal firm operating primarily in the areas of property, business, trusts, estates and family law working for individuals, families, small to medium sized business entities and larger corporate clients.

The Legal Secretary role will provide comprehensive secretarial and administration support for designated authors. You are required to produce and collate your own work to finished product stage. An extensive knowledge of computers and associated technology is essential to ensure success in this role.

The ability to produce work of a very high quality with respect to accuracy and presentation and complete to deadlines is required.

You will be an integral member of a team of professionals and recognizing a smaller office requires flexibility, co-operation and contribution, you will have a “hands-on, team player” attitude. The successful applicant will enjoy working in a secure, affable team environment where your contribution is important and valued.

To learn more about Mackintosh Bradley & Price go to [www.mbp.co.nz](http://www.mbp.co.nz) then contact Pam Wallace. You can talk to her in confidence on 094766112 or email your resume to [pam@wallacerecruitment.co.nz](mailto:pam@wallacerecruitment.co.nz)