

DuncanCotterill

L A W Y E R S

Administrative Assistant

Duncan Cotterill is a national and trans-Tasman commercial law firm with offices in Christchurch, Nelson, Wellington, Auckland and Sydney. Throughout our network of offices, we pride ourselves on combining a strong client focus with an excellent culture.

We are looking to place a full time Administrative Assistant to provide secretarial and administrative support to our Asset Management team, including Investment Advisors. This role is ideally suited to someone who is wanting to enter the workforce or has been a junior in another business. The role is responsible for managing filing for the team, doing word processing, processing accounting transactions and mail, providing relief to our Receptionists, working on ongoing projects and other tasks to assist and support the team.

We are looking for someone who has a friendly and helpful attitude, good communication skills, good level of basic office skills, can show initiative and follow instructions whilst being flexible to take on tasks as required. If you are a good team player who has a high level of presentation and are looking for a good job to get your career started, we are keen to hear from you.

Please apply to: Pauline Werahiko
– Christchurch Office Manager



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