

Litigation Secretary

Martelli McKegg is a leading central Auckland law firm located in the Commercial Bay precinct. We are looking for an experienced litigation secretary to join our busy and supportive litigation team.

This is a great opportunity for a secretary wanting exposure to a wide range of interesting and varied work including commercial litigation, restructuring and insolvency, relationship property and trust litigation. This role will support the wider litigation team. You will need to be good with people, be flexible and have an eye for detail.

This is a fulltime position working 8.30am-5pm. However, owing to the busy litigation practice we have, you will need to have the flexibility to work outside these hours when required. Although we offer on the job training in our systems, excellent computer skills including in electronic bundles and an advanced knowledge of Microsoft products are a must.

Duties include:

- Drafting of legal documents including affidavits and court applications
- Electronic discovery
- Preparing electronic bundles for court including cases on appeal
- Court filing
- Transcription, copy typing
- Managing schedule and diary
- Opening new files and preparing letters of engagement
- Liaising with clients and barristers and other outside stakeholders
- Monthly billing

Martelli McKegg prides itself on its supportive and flexible team culture and environment and its diverse team.

Don't miss this opportunity - apply today to our practice manager Franchelle:
franchelle.taylor@martellimckegg.co.nz