

RACE DOUGLAS BURKE ALLOO

Registered Legal Executive – Property, Trusts & Estate Administration

Dunedin / Otago Region

Race Douglas Burke Alloo is seeking a Registered Legal Executive to join our busy property and private client practice.

Experienced legal executives or legal secretaries who are not yet registered but have relevant experience will also be considered.

The Role

- Residential conveyancing
- Estate administration
- Trust administration
- Client liaison and file management

About You

- Registered Legal Executive or equivalent experience
- Experience in property or estate administration
- Strong organisational and communication skills

What's on Offer

- Varied and interesting work
- Supportive and collaborative team environment
- Competitive remuneration and career progression

Please apply in confidence to our HR Consultant, Laura Constantine-Warren at laura@helmr.nz, by emailing your CV and covering letter or phone Laura on 0204 453 031 for a confidential discussion.