**STEVENS ORCHARD LAWYERS**

**Opportunity for an experienced Legal Executive**

Our busy law office in Nelson is looking for an experienced legal executive who has a background in property conveyancing.

We are a friendly and collaborative team, supportive and with strong family values. We pride ourselves on being down to earth and committed to providing quality advice to our clients.

We are once again finalists in the New Zealand Law Awards in 2020 in the Regional/Suburban law firm category, and have previously been finalists in the Employer of Choice Awards.

**The opportunity**

The position is a permanent full time position, but we will consider part time for the right person.

**Relevant skills and experience**

* Previous experience in a law firm practicing in conveyancing, wills, trusts, etc.
* Willing to learn
* Good organisational skills with the ability to anticipate and prioritise
* Ability to work in a team or as an individual
* Accuracy and attention to detail
* Excellent written and verbal communication skills
* Willingness to jump right in and be part of a great team
* Willing to build upon your client base
* Strong interpersonal skills

If you have experience working in a law firm and have experience in the property conveyancing process, then please submit your CV and a letter describing your previous experience and what you can bring to the role.

For more information contact Lily Watson on (03) 5476991 or forward your C.V. to [lily.watson@stevensorchard.co.nz](mailto:lily.watson@stevensorchard.co.nz)

We will treat all applications with the utmost confidence.

Join an innovative, and modern law firm

