

# Personal Assistant Litigation Team



## About PRLaw

PRLaw is a leading legal firm committed to providing exceptional legal services. We pride ourselves on our modern offices and technology, fostering a collaborative and supportive work environment. We believe in a healthy work-life balance and offer a variety of social events including family-focused events, making PRLaw a great place to work.

## The Opportunity

We are looking for a full time, Monday to Friday, highly motivated and skilled Personal Assistant/Legal Secretary to join our busy Litigation team in the Invercargill office. This is a fantastic opportunity to provide crucial support to our lawyers and contribute to the smooth operation of the department.

## Key Responsibilities

You will be responsible for providing a high level of administration support to Directors and other members of their teams, including:

- Providing a high standard of copy and digital dictation typing
- Formatting legal document to a professional standard
- Managing and maintaining physical and electronic files
- Assisting with billing processes and procedures
- Efficiently handling document management tasks
- General administrative support to the litigation team

## Skills and Experience

The ideal candidate will possess the following:

- Proven experience as a Personal Assistant, preferably within a legal environment
- Exceptional typing skills with a high degree of accuracy
- Proficiency in digital dictation
- Strong document formatting abilities
- Excellent organisational and file management skills
- Experience with billing procedures
- Attention to detail and commitment to producing high-quality work
- Excellent time management and prioritisation skills
- A proactive and team-player attitude, who is happy to assist others

## Benefits of Working at PRLaw

At PRLaw, we offer:

- A competitive salary and benefits package
- Modern offices and technology
- A supportive and collaborative work environment
- A variety of interesting and challenging work
- Regular social events

## Apply Now

If you are a highly organized and motivated individual with a passion for providing exceptional support, we encourage you to apply.

Please submit your resume and cover letter to Christine McLeod [christine.mcleod@prlaw.co.nz](mailto:christine.mcleod@prlaw.co.nz)