



**TIMBERLANDS**

## Legal Executive

Timberlands is a leading New Zealand based Forest Management Company with particular expertise in forest management and operations on a significant scale.

Timberlands, based in Rotorua, manage 190,000ha of pine plantations in the Central North Island on behalf of Kaingaroa Timberlands and other clients.

### **Purpose of the Role:**

To assist the Group Legal Counsel in the preparation of legal documents that meet company and regulatory compliance standards. To provide advice and assistance to managers and staff in the setting up and managing of contracts, other legal documents, and to provide general administrative support within the legal team.

### **Key accountabilities include:**

- Prepare legal documents including new contracts, contract variations, confidentiality agreements and Licences
- Provide timely advice to Timberlands Managers and Staff
- Maintain and update contract database on a regular basis
- Prepare monthly contracts reports and distribute to relevant staff within required timeframe
- Create and amend standard legal templates for use by Timberlands staff
- Contribute to Timberlands goals for managing Health, Safety & Environmental risk

### **About the right person:**

#### Qualifications and experience:

- Minimum 3 years' experience in, at least, a legal executive position or equivalent
- Experience of drafting/assisting with drafting of legal documents
- Legal Executive Certificate or, at least, equivalent or better certification

#### Skills and competencies:

- Computer Skills: Excellent Microsoft Access, Excel and Word skills
- Excellent time management skills
- Good relationship management and negotiation skills
- Initiative: Ability to identify potential risks and take action
- Effective team player, flexible, helpful and adaptable
- Excellent written and verbal communication skills
- High attention to detail and accuracy

People make our business at Timberlands, as such we seek to offer an employment package that retains and rewards excellent people. Our employees enjoy working in a professional and co-operative team environment with access to great healthcare and insurance benefits, a flexible work-life culture and excellent professional development opportunities.

This is a full time, permanent position.

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You can request a Job Description by emailing [enquiries@tll.co.nz](mailto:enquiries@tll.co.nz)

To be considered for this role please send a copy of your CV and cover letter to [enquiries@tll.co.nz](mailto:enquiries@tll.co.nz) before 10<sup>th</sup> of May 2018.