

POSITION DESCRIPTION – COMMERCIAL ASSOCIATE 5PQE

SECTION A:

Employer: Saunders Robinson Brown Limited (SRB)

Position Title: Commercial Associate

Reporting To: Commercial Principals

Location: Christchurch

Functional Relationships: **Internal**
Commercial Practice Group Leader
Commercial Principals
SRB Employees

External
Clients
Lawyers
Referrers

SECTION B:

Position Objective: To:

- (a) Provide commercial legal advice and services to SRB's clients (under the guidance and supervision of SRB's senior commercial lawyers); and
- (b) Work with and support SRB's senior commercial lawyers in the provision of legal advice and services to SRB's clients developing expertise in commercial and corporate law, banking and finance, commercial property development, and business transactions; and
- (c) To learn and develop excellent commercial legal skills and knowledge; and
- (d) To build and maintain positive working relationships internally and externally.

SRB's Background: From offices in Christchurch and Rangiora, the experienced team at SRB provides legal advice and services in the areas of commercial law, property law (both commercial and residential), trusts and estates, civil litigation and dispute resolution, family law, and employment law. SRB prides itself on its approachable, client-centred culture, and

its commitment to being the best at what we do and a great place to work.

Staff Numbers: Principals – 14
Staff – 90 including Principals

SECTION C: KEY TASKS

Key Tasks:

- Provide commercial legal advice and services to SRB's clients
- Build positive relationships with, and deliver exceptional client service to SRB's clients
- Build excellent internal working relationships and positively contribute towards SRB's culture and work environment
- Liaise with lawyers/accountants/banks/legal executives/agents
- Assist with all aspects of commercial and residential property development projects
- Prepare and review banking and security documentation
- Act on business sales and purchases, commercial property sales and purchases, commercial refinances and sale and purchases
- Review, draft and advise clients on commercial contracts, including commercial leases
- Advise clients on general company and commercial matters
- Regularly attend relevant professional courses and programmes to learn, and keep up to date with, relevant areas of law.
- Regular and productive business development
- Carry out non-chargeable tasks which may be assigned to you
- Manage work in conjunction with your supervisor
- Undertake all other duties that may be reasonably requested of you from time to time

SECTION D

Qualifications

- Tertiary qualification in Law

Experience

- Minimum of 5 years of experience in Commercial Law

Skills and Knowledge

- Exceptional interpersonal skills with the ability to quickly establish credibility and build excellent working relationships internally and externally
- Exceptional communicator, both written and verbal
- Excellent organisation, time-management and prioritisation skills
- Ability to work collaboratively in a team to support other team members
- Strong analytical and research skills

- Detail orientated
- Ability to work in a fast paced environment
- Experience with the Companies Act, Property Law Act, Land Transfer Act and securities legislation
- Strong knowledge of property development processes and banking and finance documentation
- Familiarity with standard form construction contracts

Personal Attributes

- Forward thinking and action orientated
- Determination and perseverance
- Resilience
- Methodical, practical and conscientious
- Adaptable