

# Aaron Wills

Willsaaron281@gmail.com

021 039 8780  
MOBILE

Apartment 65 / 68 Mountain Road, Panmure,  
Auckland, Postcode 1072

## Key skills and Attributes

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- Trustworthy & Honest
- Reliable
- Loyal
- Customer Service
- Able to follow instructions
- Drug and Alcohol free
- Strong Work Ethic
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## Education

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### School name

Edgewater College  
1986 – 1988  
Got School Certificate  
Finished Sixth Form

## Summary

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I'm a hard working office worker with over 30 years' experience, looking to broaden my skills and options in a fresh new career.

## Career history

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### Admin at McElroys

30 years performing office administrative functions for partners and staff. A reliable hands on worker prepared to do anything to help the wheels going around.

### Key responsibilities

- scanning to archive
- stationary orders
- packaging documents for off-site archives
- photocopying and binding documents for court

### Achievements

- Big jobs completed on time
- Can be relied upon to be at work

## Interests

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- Reading
- Movies
- Trivia / Quiz Nights
- Volunteering at local Op-Shops

## References

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Available upon request

# *Michael Ring KC*


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5 March 2026

## **Employment Reference – Aaron Wills**

1. I have been one of Aaron's employers, directly or indirectly, for the majority of the last 35 years. I am also Aaron's uncle. So I have known him his whole life.
2. Since about 1991, Aaron has been employed by effectively the same employer in effectively the same capacity – as primarily responsible for scanning, photocopying, collating and binding, and the myriad of small tasks that help to make a busy CBD law office operate efficiently, such as external deliveries and collections within the CBD, and other internal and external tasks. Apart from an initial few months elsewhere, this has been his only job since leaving school.
3. Originally, he was employed by the firm of McElroy Milne, where I was one of 12 partners. Aaron applied for an advertised job, and was interviewed and then employed by the Practice Manager. I was not involved. Since then, he has remained employed through a succession of firm changes, including after 1998 when I left what, by then, was McElroys, to set up in practice as a barrister.
4. Some years later, I contracted with McElroys to share Aaron's time and cost 50/50, in order to fulfil a need in my office for someone to do the tasks above so that my PA was able to attend to other duties. This arrangement has only come to an end because I am now working from a home office in the suburbs and McElroys does not have sufficient work to keep him occupied full time.
5. Aaron has been a reliable, efficient, honest and dedicated employee – as his length of continuous service through successive management regimes demonstrates. He is always willing, always cheerful, always polite. When urgency or simply timing required an early start, a longer day or weekend attendance, Aaron was always available and always happy to assist. He was consistently eager to please and to ensure that he did properly whatever was required of him.
6. I am sure that, if it were not for these external changes in circumstances, Aaron would have been one of those extremely rare employees these days who would have spent their whole working life with one employer. I have no hesitation in recommending him to you.

Yours faithfully



**Michael Ring KC**

12 March 2026

To Whom it May Concern

**REFERENCE FOR AARON WILLS**

1. Aaron Wills has been employed with McElroys Lawyers since the firm's inception on 2 November 1992.
2. Aaron was employed at McElroys as a Reprographics Office Clerk. That job description encompasses the following tasks:
  - (1) Photocopying requirements as requested for client and office services;
  - (2) Compilation and binding of hard copy Court documents;
  - (3) Maintenance of photocopying equipment to minimise breakdowns and down time;
  - (4) Liaison with service providers in relation to office maintenance issues;
  - (5) Assisting with discovery and in particular scanning documents;
  - (6) Assisting in the administration tasks of the library including updating hard copy reference materials;
  - (7) Assisting in file closing procedures;
  - (8) Serving Court documents;
  - (9) Receipt of external mail and distribution in the office;
  - (10) Distribution of mail to external sources including arranging couriers;
  - (11) Office management (supplies, maintenance).
3. Aaron has been a valuable part of the McElroys team for over 30 years. We are very sad to see him depart. Aaron has made a significant contribution to office life at McElroys.
4. He is very competent with copying, scanning, binding and performs in a thorough, meticulous way with few errors. He is very loyal, proactive in asking what more he can do and is willing to put in extra time and effort (including outside normal hours) when needed for big jobs.



5. Aaron is personable and a team player. He is willing to take on new tasks and perform them to the best of his ability. Aaron is honest and hard working. We wish Aaron all the best with his future employment.

Yours sincerely  
**McELROYS**



**Peter Hunt**  
PARTNER  
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