



LEGAL SECRETARY

SALARY R17 000

SANDTON (Office Based)

LEGAL FIRM

Our client in the Legal Sector is looking to expand further and recruit an experienced individual, to join their team as **Legal Secretary**. The role will involve working within this law firm that has Attorneys and acts across areas of law that include Commercial litigation & banking law, insolvency and property law.

Job Summary:

As Legal Secretary he/she will be responsible for providing administrative and clerical support to the Attorneys. He/she as a part of the secretarial team will jointly be responsible for maintaining the efficiency of all office procedures and case management to guarantee reliability and consistency.

Roles and Responsibilities:

- Drafting correspondence; legal notices and pleadings that are template based;
- Preparing reports to client;
- Capturing fees on internal software;
- Updating client's system as well as internal system;
- Managing Diary;
- Preparing draft pleadings without templates to be settled by the attorney;
- Preparing briefs to counsel;
- General Office Administration in respect of all firm related activities;
- Experience on Ghost Practice is essential; and
- Strong organizational skills and ability to work under pressure

Requirements:

- Minimum 3-5 years' experience in a similar role
- Matric and Diploma/Degree
- Computer literate
- Own car

Should you meet the requirements, send CV to mycv@africanambition.co.za with ref LK/LS or apply online www.africanambition.co.za