

SENIOR LEGAL SECRETARY

SALARY R22 500

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 Senior **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:

- 5–10 years' experience as a Legal Secretary within a collection's litigation environment.
- Proven experience in vehicle asset finance collections and recoveries.
- Strong knowledge of Magistrates' Court and High Court litigation procedures.
- Experience drafting summonses, default judgments, warrants and related litigation documentation.
- Experience managing a high-volume litigation caseload.
- Excellent organisational, administrative and communication skills.
- Drafting correspondence; legal notices and pleadings that are template based;
- Preparing reports to client;
- 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 5-8 years' experience in a similar role
- Grade 12 & Diploma or paralegal certification.
- Computer literate
- Own car

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