

LEGAL SECRETARY

We require an experienced, organised and reliable Legal Secretary who understands the daily operation of a busy law firm.

Requirements

- Minimum three years' experience as a legal secretary in a law firm
- Litigation and court administration experience
- Working knowledge of Court Online and CaseLines
- Ability to prepare, paginate, index and maintain court and office files
- Ability to prepare files for consultations, counsel and court
- Experience in file reports, billing and financial administration
- Strong follow-up, diary and deadline management skills
- Fluent in Afrikaans and English
- Excellent attention to detail
- Proactive, trustworthy, reliable and able to work independently under pressure

Candidates who do not meet the minimum requirements will not be considered.

**Submit your CV, salary expectation and contactable references to
roelien@propdevlaw.co.za**