

SENIOR LEGAL PA / PARALEGAL

We require an experienced and energetic Senior Legal PA / Paralegal to work directly under a director and oversee the legal and administrative function.

The position would suit an experienced paralegal or an admitted attorney who prefers a senior legal administrative role.

Requirements

- Minimum six years' law firm experience
- Strong litigation and court process experience
- Thorough knowledge of Court Online and CaseLines
- Ability to manage files, deadlines, correspondence and diaries independently
- Ability to liaise with clients without constant attorney involvement
- Ability to draft basic notices, straightforward applications and correspondence from instructions
- Ability to oversee administrative staff and ensure compliance with instructions and deadlines
- Fluent in Afrikaans and English
- Excellent attention to detail and file management
- Positive, energetic and solution-driven
- Trustworthy, reliable, accountable and able to work under pressure

Urgent court experience will be advantageous. This is not an ordinary 08:00 to 17:00 position.

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

