



Requires the services of an  
**Attorney**  
to join our dynamic firm

Law firm is seeking a young, vibrant attorney, preferably with experience in debt collection, to join their litigation team as an Associate. Must be able to work independently and under pressure in a fast paced litigation environment. The main purpose of this position would be to head and manage the collections department and provide general litigation assistance at our Muckleneuk branch.

**KEY PERFORMANCE AREAS:**

- Attend to collections litigation (including foreclosures and motor vehicle asset finance) from inception of action to finalisation of execution;
- Draft, review, and amend various pleadings and legal notices to ensure clients continue to receive high level of service already accustomed to;
- Maintain performance requirements in terms of service level agreements with various clients;
- Maintain good client relations;
- Manage small correspondent's practice;
- Manage practice finances in ensuring payment of the firm and other stakeholders (i.e sheriff);
- Attending consultations with clients;
- Marketing to new and existing clients.

**MINIMUM REQUIREMENTS:**

- Bachelor of Laws (LLB)
- Admitted Attorney with Right of Appearance in the High Court of South Africa
- Proficiency with Ghost Practice and Ghost Instruct would be advantageous
- 5 years post admission experience
- Collections experience will be preferred
- Preference will be given to EE candidate

**E-Mail CV's to: [hr@rwafrica.com](mailto:hr@rwafrica.com)**

**Attention: Zylia du Plessis**